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ABSTRACT

Developed for the training of the custodian corps in the State of Washington, this step-by-step training manual covers in minute detail the jobs, duties, and responsibilities of a school custodian. The sections covered are: classroom care, floor care, halls, lavatories, general maintenance, and emergency. Each operation is separately described under objective, tools and materials, and operation breakdown. There is an illustrated glossary of tools and equipment. (DS)

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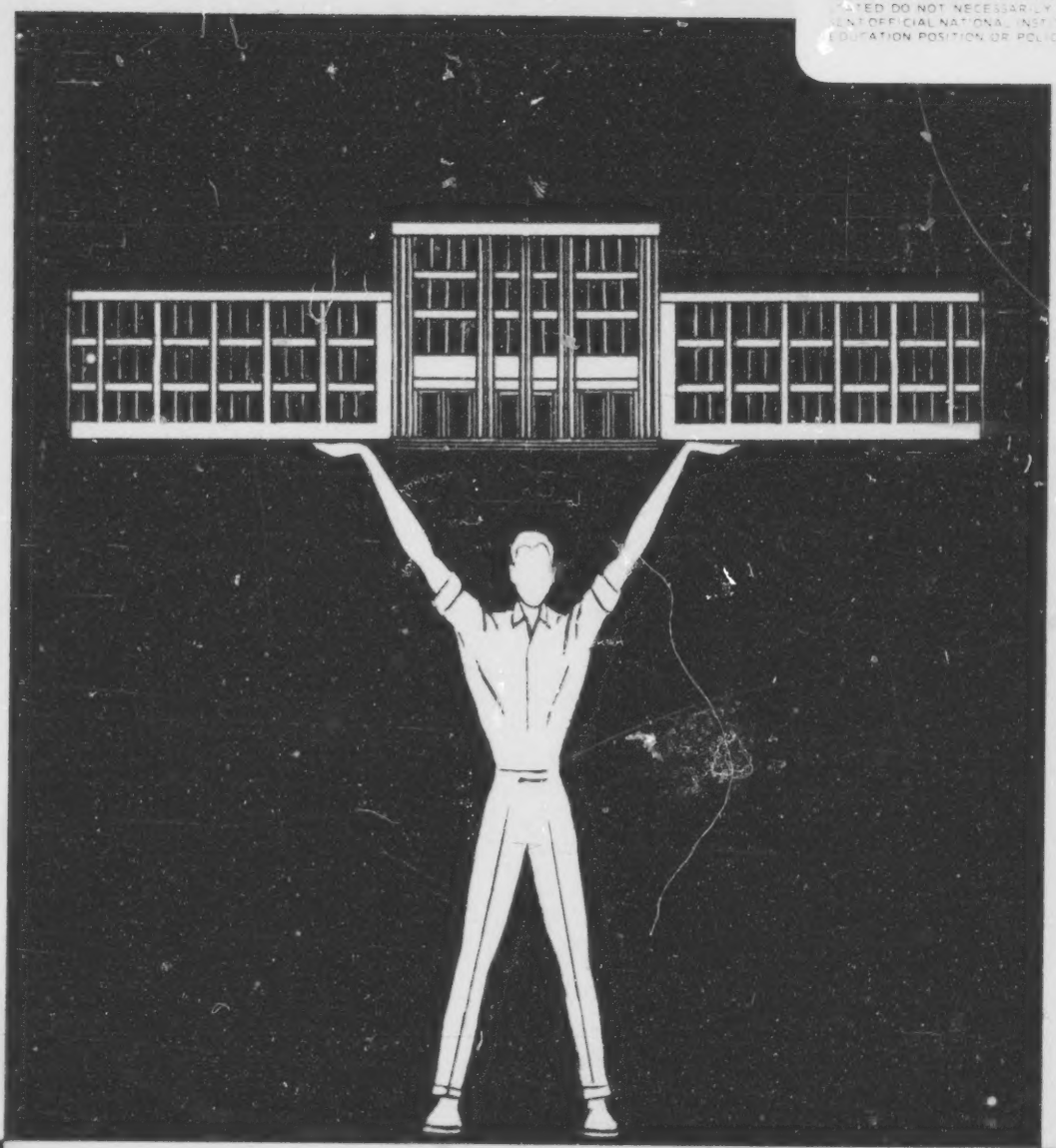

CUSTODIAL BASIC SKILLS MANUAL

ERNEST G. KRAMER
STATE DIRECTOR OF
VOCATIONAL
EDUCATION

FOREWORD

This manual is the second in a series of training manuals currently being developed by the Division of Vocational Education to enhance the efforts of the custodian corps within the State of Washington, to train people for the tremendous responsibility of caring for the school plant, a most important facility. In this facility we entrust our children for their protection, education and welfare, thus protecting the heritage of our nation.

We welcome you into a class that will improve your effectiveness as a custodian and will better enable you to promote the well-being of our children and your profession.

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State Superintendent
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State Director of
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INTRODUCTION

Trade, Industrial and Technical Education, Division of Vocational Education has developed this custodial manual to be used as a guide for training new custodians and as a reference manual for maintenance and operation supervisors. Modern materials and equipment now available to school custodians must be matched by use of modern techniques in cleaning and preserving school facilities.

The intent of this manual is to offer a course guide of the step-by-step training procedures to be followed to develop a minimum level of competency for custodians in the effective maintenance and operation of school facilities. The training sessions are designed to be held in halls, stairways, lavatories and classrooms, where the new custodial employee can learn to perform the operations under actual working conditions. The instructor demonstrates to the group the procedure, and each class member then performs each of the identified functions under supervision. As the training plan proceeds, the students perform all of the skills needed for a job entry level adequacy, in the actual work setting in which the custodian will be expected to perform.

These training operational procedures can be offered in the sequence as designed in the manual, or in sequence determined by the course instructor.

Philip Medgard, Supervisor
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SCHEDULES

Having been assigned specific duties and responsibilities by the school principal, each custodian, working cooperatively with his supervisor, should develop his own work schedule. He can accomplish this by listing all his duties under appropriate headings to indicate frequency of performance. Examples of headings and tasks which may be listed under each of them are the following: Daily - Cleaning entrances and corridors, drinking fountains and washrooms, sweeping classrooms and lunchrooms, dusting furniture and equipment, refilling toilet and washroom dispensers. Weekly - Washing or cleaning chalkboards, cleaning erasers, mopping certain floor areas and attending to minor repairs. Monthly- Washing window glass, cleaning bulletin boards, cleaning and polishing hardware and cleaning light fixtures. Periodically - Scrubbing, cleaning boilers, checking inventories and making records and reports.

After all jobs and responsibilities have been listed according to frequencies of performance, the approximate amount of time required to perform each task, sometimes referred to as "unit time measure" should be indicated. This can be established by the actual performance records of each custodian. Since all tasks which have weekly, monthly, and periodic frequencies must be worked into the daily work schedule on a staggered basis, regular daily jobs cannot be permitted to consume the total amount of time constituting each work day. Furthermore, some daily time allowance should be provided for emergencies and for rest periods. If the total amount of time required for all of these is in excess of the number of hours in a work day and work week, this indicates that additional custodial help is needed or that custodians will have to work overtime.

In order that periodical jobs may not be overlooked, it seems that they should not only be included in the schedule on a staggered basis, but that a check list should be developed to show when such duties were last performed and when they are to be repeated.

When time units have been established for each task, the custodian can then prepare his daily work schedule.

CARE OF EQUIPMENT

The need for proper care of equipment cannot be overemphasized. A job can be no better than the person that does it nor the equipment he uses. Equipment that has proper care will stay in use much longer. It will be safer for the operator to use and will enable the custodian to do a better job. After each use, make it a practice to clean equipment. Check it for any needed repairs and store it in a rightful place. Any neglect in the care of equipment could mean costly delays. Adopt the following tips on the care of equipment.

CUSTODIAN'S CART

1. The custodian's cart is perhaps one of the most used tools in building housekeeping. It is designed to carry all necessary equipment needed by the custodian in his work.
2. By means of hook or other fastening devises, the duster counter brush, dust pan, and other equipment can hang on the outside of the cart.
3. Plastic containers such as used one gallon jugs can be very useful for keeping sponges clean and separated.
4. Keep cart clean, free from unuseable items. Keep casters or wheels clean and properly oiled.

MOP WRINGERS AND BUCKETS

1. Do not drop wringer on cement floor, or otherwise abuse.
2. Order springs from the warehouse when needed.
3. Keep wheels properly oiled.
4. Use bucket only for mop water.

SPONGES

1. After each use, rinse sponges thoroughly.
2. Washbasin sponges must be kept separate from those used for urinals and toilet stools.
3. Plastic bottles with the spout cut off will make good liners for gallon cans in which to store sponges.
4. To keep sponges clean and from becoming sour, wash them out in a mixture of 2 oz. bleach and one gallon water. Because sponges deteriorate quickly in bleach, they must be rinsed after washing.

SCRUBBING MACHINE

1. Never allow the floor machine to set on the driving block or brush for an extended period of time.
2. Because of its tendency to warp, the driving block must be stored lying flat.
3. After using machine, coil cord neatly around brackets, and

CARE OF EQUIPMENT (Continued)

clean machine thoroughly.
4. Before storing scrubbing machine in rightful place, check and have any repairs done.

VACUUM MACHINE

1. Thoroughly rinse vacuum inside and out after using. (Be sure to wipe vacuum dry.)
2. Coil cord around motor or hang neatly on brackets for dust bag.
3. Keep dust bag emptied for better operation.
4. Before storing vacuum in rightful place, check and have any needed repairs done.
5. Be careful and not allow the vacuum to tip over. This can result in costly repairs as well as job delays.
6. Keep wheels properly oiled.

LADDERS

1. As a safety precaution, frequently check ladder steps or rungs for breaks and foreign material which could cause accidents.

FILTERS

Dirty filters not only waste fuel but restrict air circulation in the classroom to the point where it could become a health factor. Keep a schedule in the boiler room for your filter cleaning. Some filters may need cleaning once a month while others require cleaning more frequently. Use a hose and hot water to wash filters. This will remove all old oil along with dirt and dust. Before replacing filters in heating unit, dry and oil them, using filter oil only.

HOOD FANS AND VENTS

Exhaust fans and duct work collect a great deal of dirt and grime. Special care is needed to keep kitchen fans and duct work free from grease. To reach and loosen the dirt, brush all areas of duct work and exhaust fans. The hood over the oven is to be washed. Vacuum dust and loose dirt from fan housing and ventilating ducts.

Electric motors can become a fire hazard if excess oil and dust are allowed to collect. Clean with a dry cloth frequently to avoid this condition. Remove the front panels on refrigerators and freezers and periodically clean the motors and coils in these units. Fuse and switch cabinets, electrical boards, and breaker boxes are to be cleaned often enough to be called dust free. Dust can also create a fire hazard in these units.

SECTION I - CLASSROOM CARE

Classroom Care
Sweeping, Stationary Mop or Broom
Sweeping, Push Mop
Sweeping, Corn Broom
Spot Cleaning Walls
Hand Washing Walls
Daily Dusting
Cleaning Chalkboard
Replacing Lamps
Wet Mopping Floors
Empyting Wastebasket
Glass Cleaning

CLASSROOM CARE

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning.

Due to the many different types of furniture used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness.

The classroom is as important as the home and should be cleaned as well. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a custodian with a willingness to work, a custodian who takes pride in his work and one that is interested in the welfare of the youngsters.

Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath.

The custodian cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting; check for burned out bulbs and replace them with bulbs of the same wattage.

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Sweeping, Stationary Mop or Broom

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The need for proper care of equipment cannot be overemphasized. Equipment that has proper care will stay in use much longer.

Do not allow a treated mop to set on the floor. A dry floor will siphon oil from a mop very rapidly, leaving an oil spot on the floor.

After cleaning each room, shake dirt and sand from the mop. Utilize mops to the fullest extent by turning the head of the mop around and using both sides. A dust mop saturated with dirt will be of no value. Vacuuming mops frequently will help prolong their usefulness. Store dirty mops in a metal can with lid.

Soft bristle hair brooms should not be used on sidewalks or on oily or exceedingly rough surfaces.

Handles should be properly braced to prevent the stripping of threads.

Turn the heads of mops around as often as necessary to keep the wear of the bristles even.

A comfortable sweeping position is essential to help prevent backache. The broom handle should reach almost to your chin, and sweeping should be done in an erect position. One hand should grasp the top of the handle and the other should be placed approximately 18 inches down from the top; this hand will control or guide the mop or broom in any pattern. The bristles of the broom should lay flat on the surface to be swept.

When not in use, the brooms should be hung up. This prevents the bristles from warping to one side and becoming unfit for use. Dust mops should be hung with head down when not in use. Clean before storing.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Sweeping, Stationary Mop or Broom

OBJECTIVE: To learn the skill of sweeping with a stationary mop or broom. The trainee will demonstrate the proper skills necessary to clean a floor in an acceptable manner with a stationary sweeping mop.

TOOLS AND MATERIAL NEEDED:

One stationary push mop, handle and frame
One nylon push broom 18 inches and handle
One horsehair push broom 18 inches and handle - Garage broom
One sidewalk push broom 18 inches and handle

OPERATION BREAKDOWN:

Steps	Key Points
1. Select a handle comfortable to your height.	1. Correct handle length helps prevent awkwardness and backache.
2. Holding broom so bristles lay flat on the floor surface, move broom forward and away from you without extending your reach.	2. Keep the broom flat on the floor, pushing with back hand and exerting a slight pressure downward on top of the handle with front hand.
3. At the end of the forward stroke, lift the broom gently about one inch off the floor and let it drop back to the floor.	3. This prevents dust from scattering and cleans the bristles for the next stroke.
4. Lift the broom and pull back toward you. Move the broom to the right or left; lay the broom down to overlap the last stroke by two or three inches and repeat steps 3 and 4.	4. Moving your feet and body in a smooth rhythm with the strokes is very important.
5. Move sideways until you have covered an area from side to side, then move forward to pick up where you had pushed the dirt on your forward motion.	5. Allow six to eight inches overlap "Behind" the row of dirt. When you clear the bristles by gently tapping on the floor, the draft created by the broom forces fine dust outward, away from the broom. This dust will lay behind your row of dirt.
6. Store this type of broom with the bristles off the floor.	

TITLE OF UNIT: Classroom Care

SUBJECT: Sweeping, Push Mop

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

There are two kinds of mops: One with the yarn all one length and the other with short strands in the center and longer strands outside. The mop with the uneven strands has less tendency to roll while sweeping.

The mop head may shrink after it is treated, and a thin but round tool, like a metal darning needle, can be used to slip on end of the mop over the frame.

The sweeping will be done in a figure 8 pattern, keeping the front, or sweeping side away from you. The sweeping side must always face the dirt until the mop is lifted off the floor and shaken.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Sweeping, Push Mop

OBJECTIVE: To learn the skill of handling a treated swivel push mop, while cleaning a floor to an acceptable standard.

TOOLS AND MATERIALS NEEDED:

One push mop handle, frame and treated mop (24" size)

OPERATION BREAKDOWN:

Steps	Key Points
1. Slip the mop over the frame, with the yarn down, and tie firmly.	1. Use of a shoe horn type tool will help to slip mop over frame.
2. Shake or brush out the yarn.	2. Shaking prevents matting of the mop.
3. Hold mop by handle, with yarn about eight inches off the floor. Quickly drop mop head to floor.	3. When mop head is dropped quickly, air under mop pushes yarn outward from center of mop, allowing it to lay flat.
4. Using a figure 8 pattern, sweep in a straight line to the nearest wall, pushing the mop ahead of you.	4. Keep a firm but not hard pressure on the handle to keep the dirt from rolling under and in back of the mop head.
5. Lift the mop two or three inches off floor to shake out dust, using quick jerky motions.	5. Do not scatter dust in the air.
6. Before reaching wall, push mop out away from you and up to wall, swivel the mop in a half circle and bring it back toward you, overlapping the first sweeping line.	6. Keep the mop flat on the floor all the time while sweeping.
7. After sweeping, either vacuum mop head or exchange it for a new mop.	
8. Hang mop up off the floor.	8. If left on floor, a treated mop will leave a wet or stained spot.

TITLE OF UNIT: Classroom Care

SUBJECT: Sweeping, Corn Broom

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The old fashioned corn broom still has many uses. It is good for sweeping down cobwebs, stairwells or wet areas. This broom was meant for fairly smooth areas and hard-to-clean mats and stairwells, etc. Do not use this broom on extremly rough areas. When not in use, it should be stored on the wall so bristles do not touch the floor.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Sweeping, Corn Broom

OBJECTIVE: To be able to use a corn broom in an effective manner.

TOOLS AND MATERIALS NEEDED:
One corn broom

OPERATION BREAKDOWN:

Steps	Key Points
1. Hold broom in front of you with one hand wrapped around top part of handle, the other hand lower.	1. Corn brooms come in one length, so place your hands in a position that is comfortable.
2. Place broom on floor about two feet to your right or left, depending on which direction you are sweeping.	2. If you are sweeping to the left, place the broom to your right. Keep your back as straight as possible.
3. Start your sweeping motion across the front of you to the opposite side approximately four to six inches beyond your foot.	3. When pressure is released, broom fibers have a tendency to flip dirt away in the same manner as the push broom.
4. Bring the broom back to starting point but overlap with first pass.	4. Never apply too great a pressure on this broom.
5. Continue area until done.	5. Some outdoor sidewalks are narrow and have neither curbs or walls to sweep against so it is possible that these areas can be swept with the broom sweeping from right to left, then from left to right.
6. Hang the broom on the wall with fibers off the floor.	

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Spot Cleaning Walls

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Spot cleaning is a daily routine to keep walls, doors and entrance ways free of hand grease marks, pen, pencil and kick marks.

Spot cleaning may be done with a rag, sponge or pistol grip sprayer bottle, preferably a pistol grip bottle because of the limited storage space on the cart.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Spot Cleaning Walls

OBJECTIVE: The student will mix the solutions and remove spots from walls and/or doors in a prescribed manner.

TOOLS AND MATERIALS NEEDED:

One spray bottle
One sponge
Cleaning Solution

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix the cleaning solution.	1. Mix the solution as recommended by the manufacturer.
2. Fill hand sprayer with solution.	2. A pistol grip sprayer is preferable.
3. Rinse the sponge in clean water.	3. Squeeze out excess water.
4. Spray soiled spots with cleaning solution.	4. Do not spray excessively and cause solution to run.
5. Rub and wipe with a damp clean sponge.	

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Hand Washing Walls

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Before starting to wash a wall, test the cleaning solution on the most soiled section. This is easiest done with a sponge dipped in the solution.

Different walls and conditions on walls call for various kinds of cleaning solutions.

Cleaning solution and rinse water should be changed frequently.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Hand Washing Walls

OBJECTIVE: To demonstrate the proper procedure of wall washing.

TOOLS AND MATERIALS NEEDED:

Two buckets
Two sponges
Ladder
Cleaning Solution

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix cleaning solution.	1. In one bucket mix the cleaning solution following manufacturer's directions.
2. Fill second bucket three-fourths full with clear water.	2. Use the second bucket for rinse water.
3. Dip sponge in cleaning solution.	3. Squeeze out excess solution from the sponge.
4. Apply cleaning solution to the wall. Scrub in a circular motion.	4. Start at the bottom and wash upward to avoid solution running down the wall and streaking. Do about a three or four foot square section at a time.
5. Apply rinse water with a clean sponge, rinse sponge, squeeze dry and wipe wall.	5. Do not let cleaning solution dry before rinsing.
6. Repeat numbers 4 and 5 until all wall area has been cleaned.	
7. Wipe up any excess solution.	7. Avoid spotting with excess solution.
8. Rinse and store sponges and buckets.	

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Daily Dusting

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Dust is prevalent in any movement of the air. It will stick to any surface; consequently, dusting is a big factor in any cleaning.

Always dust with an oil treated duster. A dry cloth will only scatter dust and then settle again behind you. Start dusting at the door and work across the room towards the windows. Go over all flat surfaces such as door casings, file cabinets, ledges and chalk trays.

When finished with your dusting cycle shake the duster thoroughly in the trash container before hanging it up on your cart. Do not lay it on the top of sponges, rags or the rest of your equipment. The duster may get wet and leave dirty streaks in the next area or you may get dirt or dust on or in other equipment.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Daily Dusting

OBJECTIVE: To teach proper methods and techniques for most effective dusting.

TOOLS AND MATERIALS NEEDED:
Treated dust cloth
Treated hand duster
Dust layer wax base

OPERATION BREAKDOWN:

Steps	Key Points
1. Treat dust cloth prior to using it by spraying with dust layer wax base.	1. If dust cloth can be folded more surfaces are available for dusting.
2. Start in one corner of the room. Dust high areas first, lighting fixtures, upper windows, door moldings and window sills, continuing along the end wall, side wall to far end wall and back to the beginning point. Then dust desks, chairs, etc., following a routine which will prevent backtracking.	2. Start at one end of a desk or table and follow it to the opposite end. Overlap strokes to be sure the entire area is covered. Dust under bracing of chairs.
3. Turn dust cloth frequently.	3. Never use a circular motion.
4. Move objects on furniture for dusting.	4. Slide heavy nonmarking objects. Raise light objects and replace as you dust.
5. Vacuum all upholstered furniture and draperies.	5. Be alert to dust around ventilators, grills and door cracks where dust can collect. Use a crevasse tool for hard-to-get areas.

TITLE OF UNIT: Classroom Care

SUBJECT: Cleaning Chalkboard, Tray and Erasers

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

In general, chalkboards should be cleaned by custodians and not by persons unfamiliar with the different kinds of chalkboards and their construction.

A dry chamois skin eraser or soft cloth such as a bath towel is the best cleaning tool for chalkboards.

The eraser enables the user of the board to clean the surface before he uses it again. To clean the eraser correctly, all of the impregnated dust must be removed from the felt and from in between the felt strips. The best results in cleaning are obtained by use of a vacuum.

Chalk trays should be cleaned often to prevent the crayon dust from blowing around the room and soiling clothes of persons coming in contact with the tray. A dry cloth or a vacuum brush is the best tool to use. Do not use the same cloth used on the board.

When conditioning the board, use the leather side of the eraser, and work from the upper left or right corner, horizontally across the board. Wipe off eraser with rag and proceed back to the starting point. Start second pass by overlapping first pass.

All erasers are cleaned at one time in a central area, where you have an eraser cleaning vacuum or a vacuum attachment for your regular vacuum. This can be done after returning the cart to the central area. A container for dirty erasers should be carried on the custodial cart.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Cleaning Chalkboard, Tray and Eraser

OBJECTIVE: To be able to clean the chalkboard and erasers in preparation for classroom use.

TOOLS AND MATERIALS NEEDED:

Janitor cart
Wiping rags
Clean erasers
Cleaning eraser
Dust pan
Dirty eraser box

OPERATION BREAKDOWN:

Steps	Key Points
1. Prepare to clean chalkbaord with cleaning eraser.	1. The large eraser with sponge rubber on one side and chamois (or leather) on the other side is preferred. Use a clean rag or cloth for wiping the eraser.
2. Using sponge side of eraser wipe down the entire board, with horizontal or vertical motions.	
3. Condition the board, cleaning eraser after each pass.	3. Wipe thoroughly with clean cloth.
4. Pick up all dirty erasers from chalk trays and cleaning eraser, and return them to the cart.	4. Keep your cleaning eraser separated from the dirty ones. Do not allow your cleaning eraser or cleaning cloth to become wet.
5. With cloth, dust chalk tray from closed end to open end.	5. Pick up chalk before dusting. After dusting replace chalk in tray.
6. Place dust pan under end of tray and push dust into pan.	6. Be sure you have dust pan positioned to prevent spreading dust on the floor.
7. Dump dust into waste receptacle on cart, and hang up dust pan.	7. Gently place dust pan into receptacle to prevent spreading dust.
8. Take clean erasers from the cart and place on chalk trays.	8. Exchange same number of clean erasers for dirty erasers removed.

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Replacing Lamps

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

INCANDESCENT

Adequate lighting is very important. Keep fixtures clean and free of dust. Replace burned out light bulbs with new bulbs of the same size,(wattage). Maximum fuse size is determined by wire size. Do not increase fuse size without first checking with the head custodian.

Make sure your ladder is of a proper height. When a lamp becomes dark it should be changed. A burned out bulb reduces the efficiency of the lighting system. A bulb changer may be used when lamps are too high to reach by standing on a ladder.

Code requires that exit and emergency lights be lit at all times, day or night, whenever the building is in use.

FLUORESCENT

The custodian's responsibility in caring for fluorescent light includes the replacement of the lamps. While the lamps are in use, they are not dangerous: but hazards do exist when the lamps are broken. The lamps are coated on the inside with phosphorus, which contains the salt of the metal beryllium. When the glass is shattered and you are scratched from any of the glass or inhale any of the fumes, there may be serious results. As a practical safety measure, we suggest worn out lamps should be placed in the box containing the replacement. Care should be taken that the box does not protrude from the trash can or other receptacle in such a way as to be smashed easily. Keep discarded lamps away from children and never break lamps or place them in the incinerator. Store them in a safe area until the day scheduled for trash pickup. Use gloves when handling broken fragments of glass. If cut or scratched, it is wise to consult a physician.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Replacing Lamps

OBJECTIVE: To install a new bulb properly.

TOOLS AND MATERIALS NEEDED:

Wooden ladder
Wiping Cloth
Insulated tool
Bulb changer
New bulb

OPERATION BREAKDOWN:

Steps	Key Points
1. Turn off power to fixture switch.	1. Whenever a switch, light fixture, motor or any equipment fails, turn off the breaker or fuse switch for that circuit as a matter of safety.
2. Place the ladder under fixture.	2. A custodian should never stand on top of the ladder.
3. Remove globe or shade.	3. Wooden ladder should be used rather than metal ladder when working with electrical fixtures.
4. Remove bulb.	4. Have a good supply of bulbs on hand.
5. Broken bulbs may be removed with an insulated tool made for this purpose.	5. Use a base remover to remove broken lamp bases. Do not use pliers or screwdrivers; they usually damage the fixtures and sometimes custodians' hands.
6. Examine socket to insure good contact. Place new bulb in socket.	
7. Wipe off shade or globe and replace.	

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Wet Mopping Floors

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

To keep a clean classroom, mopping is just as important as dusting or sweeping. Hot water on a floor will bleach the tile and soften the floor finish. Too much solution will leave a film, therefore, use only the right amount of solution.

Use only enough water in mopping to clean the soiled area.

Use the mop in a side to side motion. The push and pull method will cause strings to become knotted and of no use. It is also more tiring to push and pull a mop.

After each use, always rinse the mop thoroughly in clear hot water. Periodical soaking in bleach over night will keep mops from becoming sour.

For bleaching purposes use 2 ounces of bleach per gallon of water; use only enough to cover mop.

Bleach should only be used for the purpose of cleaning mops.

New mops to be used for the first time should be allowed to soak. This will remove protective sizing applied to the material for storage.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Wet Mopping Floors

OBJECTIVE: The proper practice of cleaning a floor with the assistance of a mop, pail and wringer.

TOOLS AND MATERIALS NEEDED:

Solution
One mop pail and wringer
One mop

OPERATION BREAKDOWN:

Steps	Key Points
1. The mopping solution is made by adding the correct amount of cleaner to warm water.	1. Do not use too hot water, especially on a tile floor.
2. The solution applied to the floor will loosen soil or dirt as the mop assists in a scrubbing action.	2. Do not cover too large an area at one wetting.
3. The mop should be swung from left to right and right to left of aim.	3. There will be less fatigue in mopping if the custodian moves with his feet spread slightly apart.
4. After soil has been loosened, the dirty solution is picked up with the mop and returned to the mop pail with the assistance of the wringer.	
5. After a wet mop has been used, it should be thoroughly washed, rinsed and hung up where air can pass through it.	

TITLE OF UNIT: Classroom Care

SUBJECT: Emptying Wastebasket

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The wastebasket is to be emptied into the container provided on the custodian's cart.

Care should be taken not to set the basket on top of furniture as it could do damage.

The basket should be kept clean by dusting; however, if basket contains paint or sticky substances, it should be washed.

The basket usually is set by the instructors's desk in front of the room. A messy wastebasket reflects on the custodian's cleaning of that room or area.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Emptying Wastebasket

OBJECTIVE: The correct practice of emptying a wastebasket.

TOOLS AND MATERIALS NEEDED:

Custodian's cart
Can or container for pencil sharpening cuttings
Cloth

OPERATION BREAKDOWN:

Steps	Key Points
1. Empty waste basket into large container or garbage can provided for on custodian's cart.	1. When plastic wastebaskets are provided, a separate container should be used to empty pencil cuttings; pencil lead cuttings will cause a permanent black stain.
2. Wash out any paints or sticky substances from wastebasket.	2. One should use caution in putting hands in basket as baskets often contain broken glass, tin cans, pins, etc.
3. Care should be used not to set wastebaskets on furniture tops. This could cause damage to furniture.	
4. Wipe off basket inside and out with a cloth.	

RELATED INFORMATION

TITLE OF UNIT: Classroom Care

SUBJECT: Glass Cleaning

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Glass has a hard, nonporous surface, from which the cleaner can lift the soil and grease into suspension readily. There is seldom a need to augment the cleaner by scrubbing or other agitation. It is necessary to remove all soil from the glass, as the transparency of the glass makes any remaining soil immediately obvious.

Windows require more attention in cold weather because condensation and temperature fluctuations encourage more dust accumulation and consequently more streaking. Avoid using hard water, an abrasive powder or an over-concentration of solution, as these will cause glass streaking. A water softener, tri sodium phospate, can be used.

OPERATION SHEET

UNIT TITLE: Classroom Care

OPERATION: Glass Cleaning

OBJECTIVE: The trainee will show the skills necessary to clean windows in an effective manner using a squeegee.

TOOLS AND MATERIALS NEEDED:

Two buckets	Sponge
Brush	Chamois
Dry Cloths	Cleaner
Ladder	Squeegee

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix cleaning solution in a bucket.	1. Mix solution according to manufacturer's recommendations.
2. Wet sponge or brush in cleaning solution and apply to glass.	2. Partially wring out sponge. Do one pane at a time, make sure all surface is washed.
3. Remove cleaning solution from glass with squeegee.	3. Remove solution while glass is wet with a continuous side to side or up and down motion. Wipe squeegee dry after each stroke.
4. Overlap each stroke when squeegeeing.	4. To keep from streaking, overlap each stroke.
5. Wipe sill and frame dry.	5. Be sure to dry corners with a dry cloth.
6. Change cleaning solution often.	
7. Continue this method until all windows are clean.	
8. Clean and store equipment.	

SECTION II - FLOOR CARE

Floor Care
Floor Scrubbing Floor Stripping Floor Buffing Waxed Floors Applying Floor Finish

RELATED INFORMATION

TITLE OF UNIT: Floor Care

SUBJECT: Floor Scrubbing

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Move all furniture in room to the half of the room nearest the door. Mix water with cleaning agent, using the manufacturer's directions, then spread the water on the floor. Use just enough water to wet the floor well, but not enough to flood the area. When doing the second floor areas be careful not to use so much water that it will soak through the cracks and ruin the ceiling of the room below. ~~It~~ is generally practical to wet approximately a quarter of an ordinary classroom.

Begin to scrub at the far left side of the wet area and move to the right so that the revolving pad moves the water away from the baseboard.

After scrubbing one course move back one-half width of scrubber and scrub course from right to left. Continue in this manner until wet area has been scrubbed. It is a good idea to use an abrasive hand pad to clean the corners and next to the baseboards. Remove gum, crayola or other objects from the floor with a putty knife.

Pick up scrub water with water pick up machine. Remove all water from along the baseboards first, then pick up water from remaining area. Wring the rinse mop as dry as possible, then wipe the floor completely dry. A second rinse is very important to pick up all residue.

Scrub the second quarter of the room, rinse and dry it, then apply wax or synthetic floor finish to the half room. After the finish has dried move the furniture on to the finished floor, being careful not to mark the new floor with furniture legs.

Repeat the scrubbing procedure, when second half is finished and dry, replace furniture in original position.

OPERATION SHEET

UNIT TITLE: Floor Care

OPERATION: Floor Scrubbing

OBJECTIVE: How to prepare floor for application of wax or synthetic floor finishes.

TOOLS AND MATERIALS NEEDED:

- Two mop buckets and wringers
- Scrubbing machine
- Cleaning solution
- Abrasive hand pad
- Two water pails
- Vacuum
- Scrub pad
- Putty knife

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix solution in mop bucket.	1. Follow manufacturer's directions when mixing the solution.
2. Wet area approximately 12' by 12' with soap solution.	2. Do not wet the area excessively.
3. Start scrubbing with scrubbing machine in far corner. Scrub one course from left to right; on return course, drop back one-half of width of pad, continue in this manner until wet area is scrubbed.	3. Use hand abrasive to clean edges and corner. Use a putty knife to remove gum and foreign matter. Scrub only enough to clean floor and leave as much finish as possible.
4. Use vacuum to remove water from the floor.	4. Be sure and get water by baseboards.
5. Wet the floor thoroughly with clear water using rinse mop.	5. Change rinse water as often as necessary.
6. Pick up rinse water with vacuum.	
7. Wring rinse mop completely dry and wipe up all wet spots.	

TITLE OF UNIT: Floor Care

SUBJECT: Floor Stripping

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Mix stripping solution as per manufacturer's directions. Divide the floor into sections and apply solution liberally with mop.

While floor is soaking, take an old nylon pad and begin cleaning edges and corners using putty knife if necessary. Commence scrubbing outer edge of floor nearest to electric outlet. This will enable the operator to work toward the middle of floor with the cord behind him.

For good control operate floor machine with handle as low as possible. Move floor machine in circular motion to cut high and low areas alike.

Use the vacuum to pick up water in congested areas to assure a clean, sediment free floor surface. Because a clean surface is desirable for bonding of finish it is a good practice to vacuum. If floor is spot drying add more stripping solution and respread. Sediment must not be allowed to settle as it cannot be readily squeegeed.

Rinse well after scrubbing is completed and dirty water is removed from floor.

OPERATION SHEET

UNIT TITLE: Floor Care

OPERATION: Floor Stripping

OBJECTIVE: Learning to remove old finish from a tile floor.

TOOLS AND MATERIALS NEEDED:

- Stripping solution
- Putty knife
- Two wet mops
- Broom
- One dust pan
- Dust mop
- Scrub machine
- Two mop buckets and wringers

OPERATION BREAKDOWN:

Steps	Key Points
1. Dust mop entire floor.	
2. Pick up dirt with a dust pan and broom.	
3. Mix stripping solution.	1. Remove all gum and foreign matter with a putty knife.
4. Apply solution liberally with wet mop to 8' x 10' sections.	3. Follow the manufacturer's directions when mixing the stripping solution.
5. Scrub floor with scrubbing machine using stripping pads.	4. Do not let solution remain on floor over ten minutes.
6. Hand scrub corners and edges.	5. Make two passes over each area.
7. Pick up cleaning solution with wet pick up machine. Make first pass around the edge of scrubbed area.	6. Use cleaning pad. Do not use steel wool.
8. Rinse area twice.	7. Pick up solution moving in a back and forth direction.
9. Repeat operations by sections until finished.	

TITLE OF UNIT: Floor Care

SUBJECT: Floor Buffing Waxed Floors

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Buffing a floor greatly enhances its appearance. Floor areas to be buffed should first be swept and mopped. Use a buffing brush rather than a pad to polish floor finish. A brush will not cut the finish from floor, neither will it burn high spots. As a floor is buffed the finish will harden and become glazed. This will improve ease of cleaning and lengthen the life of the finish.

Buff floors as often as time will allow. Areas most likely to be buffed will be corridors and administration areas. Unfortunately, classrooms which need buffing more than any other area cannot be buffed due to the large amount of furniture in them.

OPERATION SHEET

UNIT TITLE: Floor Care

OPERATION: Floor Buffing Waxed Floors

OBJECTIVE: Learning to put a gloss and new look into worn finished floors.

TOOLS AND MATERIALS NEEDED:

Scrubbing machine
Spray bottle
Wet mop
Floor finish
Buffing brush
Cool water
Bucket and wringer

OPERATION BREAKDOWN:

Steps	Key Points
1. Dust mop floor.	
2. Spot mop floor with cool water.	2. Wring mop out gently so as not to over wet floor.
3. Spray a fine mist of floor wax on worn area.	3. Buff the wet surface immediately with a polishing brush to blend wax in with the rest of floor.
4. Start buffing floor, starting from left to right and overlapping each pass one-half the width of your machine.	4. After all waxed patches are dry, buff lightly until gloss appears.

RELATED INFORMATION

TITLE OF UNIT: Floor Care

SUBJECT: Applying Floor Finish

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Careful judgement must be used when pouring the desired amount of finish into the wax bucket.

Finish is applied with a cotton string mop. Applying thin coats will assure better drying and longer wear. When applying first coat, stay at least one row of tile away from the wall. This prevents a build-up of finish where it is not needed.

With the repeated process of dipping and mopping, floor finish in the bucket will collect dirt and coloring from the tile. Never pour back unused floor finish into original container. Dirty floor finish will sour.

Store floor finish in a cool place.

OPERATION SHEET

UNIT TITLE: Floor Care

OPERATION: Applying Floor Finish

OBJECTIVE: The student will learn the proper method of applying floor finish to floor.

TOOLS AND MATERIALS NEEDED:
Mop bucket and wringer
Wet mop
Finish

OPERATION BREAKDOWN:

Steps	Key Points
1. Wet you mop with clear warm water and wring dry.	1. Be sure floor is clean and dry. A moist mop holds finish better than a dry mop.
2. Put wet mop into mop bucket of needed amount of finish and wring out excess.	2. Do not put more finish in the bucket than needed.
3. Start in farthest corner in the room and spread first coat of finish staying about 10" from wall, overlapping each stroke. Swing mop with 6' stroke from side to side.	3. Use a straght stroke to get even coverage. Rewet mop only when mop stops leaving finish on the floor.
4. After first coat is completely dry, put on second coat, go almost to the wall.	4. Do not apply a heavy coat. Two light coats are better than one heavy coat.
5. When through, pour excess finish in separate container.	5. Never pour unused finish back in with finish. If saved, keep it in a different container and store in cool place.
6. Rinse out your mop in warm water and hang up.	

SECTION III - H A L L S

Cleaning Hallways
Sweeping Halls Sweeping Stairs Drinking Fountain Cleaning

HALLWAY CLEANING

Hallways and entryways are every bit as important as any other part of the building and require the same need of attention.

Considerable dirt is carried in and deposited in entryways and hallways. A schedule should include adequate time to sweep these areas of travel more often than once a day. Regular use of a garage broom on the sidewalk outside of entryway doors will prevent some dirt and sand from entering the building. Some entryways will have floor mats to serve as a dirt and sand trap. These must be taken up and cleaned periodically.

With the use of cleanser or general purpose cleaner, wash all marks and dirty spots from hall walls as high as can be reached. Do not forget to wash doors and clean door glass.

Dust the tops of lockers, over doorways and window casings daily. Light fixtures and other high areas can be dusted periodically.

Furniture polish used periodically will keep the fronts of lockers looking neat and clean.

Hallways need adequate light. Check for any burned out bulbs and replace only with the same size bulb as the one removed.

Sweep the floor with a push mop and check the need of any spot mopping. Never leave a slick spot or any foreign material on the floor to be hazardous to the occupants of the building.

RELATED INFORMATION

TITLE OF UNIT: Halls

SUBJECT: Sweeping Halls

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

A floor brush or counter brush is used for cleaning corners and around unusual shaped projections such as drinking fountains, radiators, flower urns, etc.

With your wide dust mop start at one end of the hall or wherever you want to pick up the dirt at the finish. Move down the hallway in a steady straight line with the dust mop parallel to the wall and return, overlapping the two strokes a few inches to insure complete coverage. Shake out the mop and move down the hall and return the second time if necessary.

If you are using a four foot wide mop, the second trip may be unnecessary. Pick up the dirt with the counter brush and dust pan and place it into the container.

OPERATION SHEET

UNIT TITLE: Halls

OPERATION: Sweeping Halls

OBJECTIVE: Learning the method of maintaining a clean hallway.

TOOLS AND MATERIALS NEEDED:

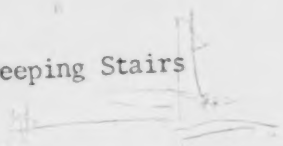
Counter brush
Dust pan
Dust mop
Floor brush

OPERATION BREAKDOWN:

Steps	Key Points
1. Use the floor brush and clean all corners and around unusual projections.	
2. Starting at one end with a dust mop, mop parallel to wall and overlap on return pass.	2. Be sure to overlap to insure complete coverage.
3. Shake out the dust mop and repeat process if necessary.	3. Do not shake the dust mop too vigorously to keep dust and dirt from spreading over too large an area.
4. Pick up the dirt with a counter brush and dust pan and place it in the container.	

TITLE OF UNIT: Halls

SUBJECT: Sweeping Stairs



ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Beginning at the top of the stairs with the sweeper standing at a convenient distance below the top step, position the broom outward to the right hand corner. The step is swept from the right to the left where an outward thrust of the broom drops the accumulation to the step below. The first operation is repeated, sweeping from left to right on the next step and so on down the entire flight of stairs.

In sweeping a stairway which adjoins a wall, always sweep toward the wall. If there is no wall and both sides of the stairway are open then it would be best to sweep from both outer sides toward the middle.

OPERATION SHEET

UNIT TITLE: Halls

OPERATION: Sweeping Stairs

OBJECTIVE: Learning the most effective way of sweeping stairs.

TOOLS AND MATERIALS NEEDED:
Push broom
Putty knife
Counter brush
Dust pan

OPERATION BREAKDOWN:

Steps	Key Points
1. Standing below top step, sweep out the left corner.	1. Be sure corners are clean.
2. Sweep step to the right and clean out right corner.	2. Do not hit the molding or corners with the wood part of the broom. Daily sweeping could mar the wood or wood finish if not careful.
3. Move down to the next step.	3. Remove gum and foreign substances from the steps with the putty knife.
4. Sweep left and clean out the left corner.	
5. Repeat this procedure until all steps have been cleaned.	
6. With dust pan and counter brush pick up trash and place in the container.	

RELATED INFORMATION

TITLE OF UNIT: Hall Cleaning

SUBJECT: Drinking Fountain Cleaning

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Harmful bacteria from the mouth is constantly being spread in the drinking fountain. If fountains are not on a rigid cleaning schedule they will soon become a health hazard.

Our buildings are furnished with water that is pure and clean; yet it can and does become contaminated through neglect of the custodian in cleaning the drinking fountains. The public expects clean drinking water. Consequently, it is you, the custodian, they are depending on to keep fountains sanitary and the drinking fountains clean.

Scour the entire surface with nonabrasive powder using hot water and a clean cloth or sponge. It is sometimes necessary to use a small brush for reaching the areas between the fountain and shield. Some spouts have small slots that must be also cleaned with the brush. Check with a flashlight for hidden areas that will harbor bacteria or are in need of more attention. After cleaning a drinking fountain always disinfect and wipe it dry.

Most water fountains include a pressure regulated valve, used to adjust the flow of water. Before any adjustment is attempted, the filter screens should be cleaned. In many school districts, the adjustment of these valves is a responsibility of the maintenance crew. If it is necessary for you to adjust this valve, consult your head custodian for instructions.

OPERATION SHEET

UNIT TITLE: Hall Cleaning

OPERATION: Drinking Fountain Cleaning

OBJECTIVE: To properly clean and sanitize sink and drinking fountain.

TOOLS AND MATERIALS NEEDED:

Bucket
Brush
Disinfectant-cleaning solution
Abrasive powder
Sponge
Dry cloth
Nonabrasive powder

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix water and cleaning solution in a bucket.	1. Follow the manufacturer's specifications when mixing the solution.
2. Wash the sink with the sponge.	2. Partially wring out the sponge.
3. Wash all exposed parts.	3. Clean hard-to-get places with a brush. Abrasive powder can be used when the sink is very dirty.
4. Wash and dry chrome.	4. Use a dry paper or cloth to dry chrome.
5. Dry the sink with a semi-damp cloth.	5. To dry sink wring out the cloth in fresh water.

SECTION IV - L A V A T O R I E S

Lavatories
Filling Toilet Paper Dispenser
Filling Soap Dispenser
Filling Sanitary Napkin Dispenser
Filling Towel Dispenser
Empty Waste Disposal Receptacles
Dust and Sweep
Cleaning Lavatory Dispensers
Cleaning Washbowls
Mirror Cleaning
Wall Cleaning
Cleaning Urinals
Cleaning Toilet Bowl
Cleaning Lavatory Floors
Cleaning Chrome Fixtures

TITLE OF UNIT: Lavatories

SUBJECT: Filling Toilet Paper Dispenser

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

All toilet tissue dispensers should be filled daily or as often as circumstances require. The dispensers must be in good working condition. Those units which need repair should be removed from the wall, replaced with a spare unit, and then repaired.

If the dispenser is the pack type, you can refill it before it is empty by interlocking the first sheet with the top sheet of the old supply. It is not necessary to remove the old package from the dispenser.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Filling Toilet Paper Dispenser

OBJECTIVE: Learn the value of a full and clean dispenser.

TOOLS AND MATERIALS NEEDED:
Toilet paper
Key

OPERATION BREAKDOWN:

Steps	Key Points
1. Unlock dispenser.	1. Have plenty of paper with you.
2. If the dispenser is empty, put in a new package by feeding first sheet through the slot in the bottom. If there is a little paper left, interlock the first sheet together with the first sheet of a new package.	2. If the dispenser is not working properly report it to the head custodian.
3. Close and lock the dispenser.	

TITLE OF UNIT: Lavatories

SUBJECT: Filling Soap Dispenser

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

It is debatable as to which is more discouraging and repulsive: a filthy, gummed up hand dispenser or one that is missing completely. This fixture is one of the simplest pieces of machinery found around the school plant and usually the one which is least maintained. Daily care and servicing with periodic preventive maintenance can eliminate many of the headaches associated with hand soap dispenser.

At least once a year (most custodians make it a summer job) take the dispenser from the wall and boil out the accumulation of dried soap which mars its appearance and interrupts its operation.

If the dispenser is filled daily, there is little chance for a dry soap scum to build up on the inside surfaces.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Filling Soap Dispenser

OBJECTIVE: Learn to visual check and refill soap dispenser.

TOOLS AND MATERIALS NEEDED:
Key
Soap

OPERATION BREAKDOWN:

Steps	Key Points
1. Unlock the cover.	
2. Fill the dispenser with soap.	2. Be sure it isn't plugged or gummed up with dry soap.
3. Close the dispenser.	3. If the dispenser is not working properly, report it to the head custodian.
4. Wash and rinse the exterior of the soap dispenser.	
5. Wipe dry and polish with a dry cloth or paper towel.	

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Filling the Sanitary Napkin Dispenser

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The only maintenance needed for these dispensers is a check to see there is an adequate supply of sanitary napkins. If the dispenser becomes inoperable, the head custodian should be notified promptly.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Filling Sanitary Napkin Dispenser

OBJECTIVE: Must be able to determine the need for supplying the machine.

TOOLS AND MATERIALS NEEDED:
Dispenser Key
Sanitary Napkins

OPERATION BREAKDOWN:

Steps	Key Points
1. Unlock the machine.	1. With the second key the head custodian will unlock coin box and deposit the money with the school authorities.
2. Be sure red arrow is up.	
3. Refill machine.	3. Make sure napkins are in straight so they will eject properly.
4. Close and lock the machine.	

TITLE OF UNIT: Lavatories

SUBJECT: Filling Towel Dispenser

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Since towel dispensers require so little cleaning they are frequently overlooked when the lavatory is cleaned. Wipe the finger marks from the dispensers daily.

One of the worst "sins of omission" in lavatory maintenance is not keeping a supply of hand towels available at all times. In many cases the patrons are discouraged from washing their hands completely if no towels are available.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Filling Towel Dispenser

OBJECTIVE: Making it a practice to have a full machine.

TOOLS AND MATERIALS NEEDED:
Key
Paper towels

OPERATION BREAKDOWN:

Steps	Key Points
1. Unlock the container.	1. Have enough towels on hand to fill all the dispensers.
2. If not enough towels are left on the roll to last the next day, insert a new roll. Instructions are on the door of the dispenser.	
3. Close and lock the dispenser.	3. Be sure cabinet locks so towels will not be wasted.

TITLE OF UNIT: Lavatories

SUBJECT: Empty Waste and Sanitary Napkin Disposal Receptacles

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The sanitary napkin disposal unit is a must for the girls' and women's lavatory when the custodian wishes to avoid the problems arising from plugged up sewer lines.

The waste basket is also a must or you will have paper all over the floor.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Empty Waste and Sanitary Napkin Disposal Receptacles

OBJECTIVE: To get rid of excess paper and debris.

TOOLS AND MATERIALS NEEDED:
Rubber gloves if desired

OPERATION BREAKDOWN:

Steps	Key Points
1. Empty waste baskets into waste receptacle on the custodian's cart.	
2. Clean waste basket and/or replace liner as necessary.	
3. Empty sanitary napkin disposal into waste receptacle on the custodian's cart.	
4. Replace paper line or sack in the disposal unit.	4. Be sure sack or liner is in straight so lid will close properly.

UNIT OF TITLE: Lavatories

SUBJECT: Dust and Sweep

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Dust all horizontal surfaces where dust can collect, starting with the highest areas first and working down. Clean vents as needed.

Sweep the entire floor with the floor brush. This must be done every day in all lavatories no matter how much or how little they are used.

When sweeping the lavatory floor it is very important to get all the sand and dirt. Use a putty knife to loosen gum and foreign substances which tend to stick on the floor. Dirt left on floors only causes dirty mops, darkened floors and dirty water. Dirt and grime accumulates in the grout and can and will breed bacteria which causes a health problem.

Use a counter brush to sweep behind the stool and hard-to-get areas. These are the places where sand will build up if not cleaned daily. The cleaner a floor is swept the easier it is to mop and disinfect. Pick up dirt with counter brush and dust pan.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Dust and Sweep

OBJECTIVE: To remove the dust and dirt present in every lavatory.

TOOLS AND MATERIALS NEEDED:

Treated hand duster
Dust pan
Putty knife
Push broom
Counter brush

OPERATION BREAKDOWN:

Steps	Key Points
1. Dust all horizontal surfaces where dust could collect.	1. When dusting, always begin at highest areas first.
2. With putty knife remove gum and foreign matter from the floor.	2. Foreign matter that cannot be removed by mopping is removed with a putty knife.
3. Thoroughly sweep the floor. Use counter brush behind the stool and hard-to-get places.	
4. Pick up dirt and litter with a dust pan and counter brush and deposit in waste receptacle on custodian's cart.	

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Lavatory Dispensers

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

A dispenser should be cleaned daily with a damp sponge dipped into the disinfectant-cleaning solution, then thoroughly wiped clean with a dry cloth or paper towel.

Dispensers will stick out like a sore thumb if they do not have a clean appearance. By daily cleaning, their usefulness will be prolonged and they will be kept sanitary.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Cleaning Lavatory Dispensers

OBJECTIVE: To sanitize them, enhance their appearance and prolong their usefulness.

TOOLS AND MATERIALS NEEDED:

One bucket
Dry cloth or paper towel
One sponge
Neutral disinfectant cleaner

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix cleaning solution per recommendations of the manufacturer.	1. Unless otherwise directed by your supervisor or the company directives, mix the solution according to the manufacturer's specifications.
2. Wet sponge in the disinfectant-cleaning solution and then squeeze (do not wring) the excess liquid from it.	2. The sponge should be damp enough to clean but not wet enough to run.
3. Thoroughly wipe clean all areas of the dispenser.	3. Rewetting and squeezing out the sponge as often as necessary for thorough cleaning helps to clean the surface completely.
4. Dry and polish the dispenser with a dry cloth or paper towel.	4. Dry and polish the dispenser to prevent rusting and improve the appearance.

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Washbowls

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Lavatories (also called washbowls, face basins, etc.) should be cleaned daily or oftener if necessary. Care should be taken to use cleaners that will not scratch or mar the surface of the fixtures or its hardware.

Moisten cleaning sponge or cloth in the disinfectant-cleaning solution and wash inside and outside of the bowl including the hardware. After washing sponge or cloth under faucet, rinse the surface previously cleaned. Dry and polish the clean surfaces with a clean cloth. A paper towel could be used for polishing.

Do not forget to remove and clean the drain core occasionally if your lavatories are so equipped. These can become one of the most unsanitary parts of an otherwise clean lavatory.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Cleaning Washbowls

OBJECTIVE: To provide clean and properly sanitized face and hand washing facilities.

TOOLS AND MATERIALS NEEDED:

Neutral disinfectant-cleaning solution
Dry cloth or paper towel
One bucket
One sponge
One percolator brush

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix the disinfectant-cleaning solution.	1. Follow the manufacturer's recommendations when mixing the solution.
2. Apply the solution to the bowls with the sponge.	2. Squeeze (do not wring) out excess solution, leaving the sponge damp enough to clean but not wet enough to drip and run.
3. Clean fixtures and all other component parts including pipes and drain underneath the washbowl.	3. Use a percolator brush for hard-to-get places. Remove and clean drain core periodically.
4. Dry the bowl, fixtures and pipes with a dry cloth or paper towel.	4. Dry the bowl and fixtures to prevent water spotting.

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Mirror Cleaning

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Mirrors in the lavatories should be kept clean by wiping them down with a cloth or sponge dampened in the disinfectant-cleaning solution, damp rinsed, and then polished dry, using a lint free dry cloth or paper towel.

Never use an abrasive cleaner or a dirty cloth on a mirror. These will scratch the surface. Regular glass cleaner in a spray bottle can also be used. Avoid excessive use of water when washing or rinsing. There is the possibility of water getting into the frame backing and damaging the silvering.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Mirror Cleaning

OBJECTIVE: The custodian will be able to select the tools and clean a mirror in a effective manner.

TOOLS AND MATERIALS NEEDED:

Method #1
- Glass cleaner in a spray bottle
- Lint free dry cloth or paper towel

Method #2
- Bucket
- Sponge
- Cleaning solution
- Dry cloth or paper towel

OPERATION BREAKDOWN:

Steps	Key Points
Method #1	Method #1
1. Spray cleaner on the mirror.	1. Use only as much spray as necessary for an excess causes a longer drying time.
2. Wipe dry and polish with a dry cloth or paper towel.	
Method #2	Method #2
1. Mix the disinfectant-cleaning solution.	1. Follow the manufacturer's directions when mixing the solution.
2. Wet the sponge in solution and squeeze the excess liquid from it.	2. The sponge should be damp enough to clean but not wet enough to drip or run.
3. Wipe the mirror clean.	
4. Dry and polish with a dry cloth or paper towel.	

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Partition and Wall Cleaning

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Writing on lavatory walls is an old custom, though not a desirable one. Writing and other marks should be removed as soon as noticed, if not, more are sure to be added and the problem reaches greater proportions.

All lower walls in the lavatory should be wiped down daily with the disinfectant-cleaner solution. Occasionally an abrasive cleaner will be needed to remove stubborn stains. Caution should be exercised to avoid marring the glass finish of glazed tile and removing the surface of other types.

To help remove lipstick stains, work some white petroleum jelly onto the stain as a carrier. Then wash this off like any grease spot.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Partition and Wall Cleaning

OBJECTIVE: Be able to enhance the over-all appearance and sanitation of the lavatory.

TOOLS AND MATERIALS NEEDED:

Disinfectant-cleaning solution	One bucket
Dry cloth or paper towel	One sponge

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix the disinfectant-cleaning solution.	1. Mix the solution as recommended by the manufacturer.
2. Wet sponge in the disinfectant-cleaning solution then squeeze excess liquid from it.	2. The sponge should be damp enough to clean but not wet enough to drip or run.
3. Wipe down the soiled areas of walls or partitions with a damp sponge.	3. Be sure to remove all unwanted writing and marks.
4. To remove water, dry as necessary with a dry cloth or paper towel.	

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Urinals

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Clean, sanitary lavatories are an absolute must in any well kept building. Their degree of cleanliness clearly marks the degree of efficiency of the custodial staff. A clean, sanitary lavatory will encourage the patrons to take proper care in using the facilities.

Thorough and proper cleaning practices used at least daily (oftener if necessary) are a definite must. Proper cleaning also means following a routine so that no part of the job will be left undone.

Sources of bad odor should be recognized and eliminated. Deodorants are not recommended as they attempt to conceal an unsanitary lavatory, and are unnecessary when a rest-room is really well kept. One of the chief causes of lavatory odors is urine. Urine crystals can become encrusted in the urinal traps and/or urine-stained floors and partitions. Urine saturated into improperly sealed floors, walls, cracks and crevices, as well as soil collected just beneath the inside rim of a toilet stool are odor producing sources. Periodic cleaning is necessary to assure good sanitation.

All surfaces on and around the urinal must be cleaned and sanitized each school day in order to control odors arising from this fixture.

The same materials, tools and procedures are used for cleaning urinals that are used for cleaning commodes.

It is a good practice to flush out drainpipes and traps with a water hose at least once a week.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Cleaning Urinals

OBJECTIVE: To keep them clean, odor free and sanitary.

TOOLS AND MATERIALS NEEDED:

Disinfectant cleaner	Bucket
Acid bowl cleaner	Sponge
Dry cloth or paper towels	Rubber gloves
Trap brush	Hand mirror

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix the disinfectant-cleaning solution.	1. Mix the solution according to the manufacturer's instructions.
2. Wearing rubber gloves, wipe all outer areas with a sponge dipped in solution.	2. Have sponge wet enough to clean but not wet enough to drip or run.
3. Clean inside area with a sponge dipped in solution.	3. Check hard-to-get places with a mirror.
4. Where possible, clean the trap with a trap brush.	
5. Use acid cleaner as necessary to prevent rings or encrustations from forming.	
6. Flush urinal.	

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Toilet Bowls

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Flush toilet to check for stoppage or other troubles. With the disinfectant-cleaning solution and sponge, wash the water supply equipment: clean handles, valves and pipes. With the same solution wash top and bottom of seat. Wipe dry with a dry cloth or paper towel. Clean the inside of bowl and lower water line using powder cleanser on a sponge. Flush and rinse out sponge as bowl is flushing.

Clean the outside of bowl with disinfectant-cleaning solution and sponge. Wash all of the exterior including the base and back. Now rinse the sponge in stool of clear water and wipe off all exterior. Wipe exterior with a dry cloth or paper towels. Flush toilet when completed.

Toilet bowls that are hand cleaned daily seldom need more than this cleaning.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Cleaning Toilet Bowl

OBJECTIVE: To be able to effectively clean and sanitize a toilet stool.

TOOLS AND MATERIALS NEEDED:

- Disinfectant-cleaning solution
- Cleansing powder
- Rubber gloves
- Sponge
- Bucket
- Dry cloth

OPERATION BREAKDOWN:

Steps	Key Points
1. Mix the disinfectant-cleaning solution.	1. Mix the solution per manufacturer's instructions.
2. Dip the sponge in solution and partially squeeze dry.	2. Have sponge wet enough to clean but not wet enough to drip or run.
3. Wipe down all pipes, valves, fittings and exterior bowl surfaces with a sponge.	3. Be sure and clean the hinges.
4. Dry and polish the parts just cleaned with a dry cloth or paper towel.	
5. Wash the top and bottom of toilet seat with disinfectant-cleaning solution.	5. Pay special attention to cleaning under the lip.
6. Dry and polish seat with dry cloth or paper towel.	
7. Clean entire inside of the bowl.	
8. Flush the stool.	

RELATED INFORMATION

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Lavatory Floors

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Dirty floors in toilet rooms can be the source of lingering "toilet odors". Such odors are caused by urine spattered concrete, wood, or other type floor, and also the wainscotting and partitions. Urine is an acid which will penetrate even the closest grained material. Wood and concrete are especially susceptible to penetration by urine.

When abrasive cleaning is necessary on ceramic tile floors, steel wool is not recommended because the ceramic tile is tougher than the steel wool and will abrade it. Also, small chips of steel wool may remain and cause rust stains in the grout. Either a brush or a nylon abradant pad is ideal for this type of scrubbing.

Daily mopping of the toilet room floor is necessary and where traffic is very heavy, mopping twice daily may be necessary. Use a sanitizing solution for this mopping.

OPERATION SHEET

UNIT TILE: Lavatories

OPERATION: Cleaning Lavatory Floors

OBJECTIVE: Be able to maintain a clean, odorless floor.

TOOLS AND MATERIALS NEEDED:

Mop pail and wringer
Neutral disinfectant solution
Mop
Putty knife

OPERATION BREAKDOWN:

Steps	Key Points
1. Put disinfectant-cleaning solution in mop pail.	1. Follow the manufacturer's specifications when mixing the solution.
2. Lay a wet solution over the floor agitating (mopping) with the mop.	2. Do not slop any water on the wall or clean fixtures.
3. Pick up the solution from the floor and wring out the mop.	
4. Now mop the floor with a dry mop leaving a film of disinfectant on the floor but leaving the floor as dry as possible.	4. Do not leave the floor too wet.
5. Any foreign matter not removed during mopping should be scraped off with a putty knife.	

TITLE OF UNIT: Lavatories

SUBJECT: Cleaning Chrome Fixtures

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Chrome is only a thin coating applied to plumbing fixtures to enhance their appearance and make them easier to clean and sanitize.

Any acid or cleaners, even common hand soap when wet, will soon pit and eat away this chrome coating if it is allowed to sustain its contact for any length of time.

After cleaning chrome, rinse with clear water and dry with a clean cloth or paper towel to prevent water spotting and give a polished appearance.

OPERATION SHEET

UNIT TITLE: Lavatories

OPERATION: Cleaning Chrome Fixtures

OBJECTIVE: To be able to clean chrome fixtures and maintain a new appearance.

TOOLS AND MATERIALS NEEDED:

Disinfectant solution	Sponge
Cleansing powder	Bucket
Small brush	

OPERATION BREAKDOWN:

Steps	Key Points
1. Dip sponge in disinfectant solution and squeeze partially dry.	1. Use only enough solution to form a film over fixture.
2. Sprinkle a small amount of cleansing powder on the sponge.	
3. Wash down all fixtures.	3. Use the small brush on hard-to-get areas.
4. Rinse with the disinfectant solution.	
5. Dry thoroughly with a clean cloth or paper towel.	5. Residue from cleaning solutions will cause pitting after prolonged contact with chrome.

SECTION V - GENERAL MAINTENANCE

General Maintenance
Cleaning Dry Mops Cleaning Garbage Cans Burning Waste in the Incinerator Cleaning the Incinerator Carpet Cleaning Laying Up Boiler

TITLE OF UNIT: General Maintenance

SUBJECT: Cleaning Dry Mops

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

For many years the strands of mop heads have been made of cotton. Recently mops are being made available with the strands made from nylon or other synthetic material. Mops of this material are more expensive than those made of cotton but they seem to have several advantages.

They do a good job of sweeping, they are easier to wash, and they outlast cotton. These new mops need only to be soused up and down in warm (not hot) water in a mop sink and then hung up to dry. A few drops of neutral cleaner may be added to the water, but it is not essential. Cotton mops need considerable washing to keep them clean. It is much easier if cotton mops can be put in a washing machine or sent to the laundry.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Cleaning Dry Mops

OBJECTIVE: To insure a clean, dust-free mop.

TOOLS AND MATERIALS NEEDED:

Washer
Dryer
Mesh bag
Dust layer sprayer

OPERATION BREAKDOWN:

Steps	Key Points
1. Where contract mop service is not used or available, it is necessary for the custodian to do the washing and treating of most mops.	
2. Dust mops should not be allowed to become too badly soiled.	
3. They should be washed in a washing machine and then transferred to a dryer.	3. Mops should be placed in mesh bags to be sure they will not become twisted or that ties and cotton strings will not be pulled or damaged.
4. After they have been thoroughly cleaned and dried they can be treated again with a wax base dust mop treatment. Place them in a covered container and allow them to cure.	

TITLE OF UNIT: General Maintenance

SUBJECT: Cleaning Garbage Cans

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

It will be necessary to follow the practice or practices of your community on garbage collection procedures.

Garbage cans should be stored in a screened garbage room having a supply of hot and cold water. This room should have a floor drain.

Garbage cans that are placed outside should be kept covered and in places that are not clearly visible to passers-by.

All garbage cans should be labeled with the name of the school on the can and lid.

Areas in which the garbage cans are kept should be sprayed with disinfectants during the fly season.

Empty cans should be kept in assigned places.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Cleaning Garbage Cans

OBJECTIVE: You are able to have a clean and sanitary garbage can.

TOOLS AND MATERIALS NEEDED:

Broom or gong brush
Hot and cold running water
Hose
Detergent

OPERATION BREAKDOWN:

Steps	Key Points
1. Fill can with the desired amount of hot water. (approx. 2" to 3")	1. Hose the can off first with cool water to prevent baking on food particles.
2. The sides and bottoms should be scrubbed with a brush until thoroughly clean.	2. A detergent should be used in the daily cleaning procedure.
3. Empty can.	
4. Thoroughly rinse with hot water.	4. Dry can before re-use to prevent excess sticking of papers, etc.
5. Return can to the proper place.	

RELATED INFORMATION

TITLE OF UNIT: General Maintenance

SUBJECT: Burning Waste in Incinerator

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The incinerator should be filled as full as possible and lit on the top surface. This method will promote a larger fire to thoroughly heat the incinerator which will result in good combustion.

You should push the burning material to the back of the incinerator before additional trash is added to burn. The addition of new material at the front edge of the fire makes quick ignition possible which promotes the desired smoke-free burning.

Wet garbage and trash should not be put into the incinerator. Cans, glass or other unburnables should be separated from the trash that is to be burned.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Burning Waste in the Incinerator

OBJECTIVE: To dispose of burnable waste by means of an incinerator.

TOOLS AND MATERIALS NEEDED:
Incinerator
Matches

OPERATION BREAKDOWN:

Steps	Key Points
1. Fill the incinerator as full as possible.	1. Make sure all grates are clear of ashes.
2. Check the burnable waste for aerosol cans and other explosive material as you fill the incinerator.	2. Remove aerosol cans before lighting material, as spray cans may cause an explosion.
3. Light the material.	
4. Push the burning material to the back of the incinerator before adding more waste.	4. Let the waste get a good start before adding more.

TITLE OF UNIT: General Maintenance

SUBJECT: Cleaning the Incinerator

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The incinerator should be cleaned out daily by agitating the grates or raking the trash and ashes over it until the ashes fall through. An incinerator hoe is to be used for this purpose. With an incinerator hoe, rake all the tin cans, wire, metal and unburnable trash out and store to be picked up. With a shovel and incinerator hoe, the ashes are pulled forward under the grate and placed in large ash cans to be stored for regular pick up.

The entire service area should be kept free of rubbish and garbage both for reasons of sanitation and for appearance and fire safety. If good housekeeping practices are followed in other areas, little extra work is needed to keep this area clean.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Cleaning the Incinerator

OBJECTIVE: To dispose of ashes and unburnable waste and to have clear grates for burning.

TOOLS AND MATERIALS NEEDED:

Garbage can and lid
Shovel
Incinerator hoe
Broom

OPERATION BREAKDOWN:

Steps	Key Points
1. Agitate the grate or use the incinerator hoe to make ashes fall to ash pit.	1. Be sure to close the grates after everything has been cleaned out of the fire box.
2. Shovel ashes to the garbage can to be picked up by the collector.	2. Keep the shovel in a low position so as to keep ashes from flying all over. Cover the can with the lid.
3. With a broom, clean up the area and shovel waste into the garbage can.	

RELATED INFORMATION

TITLE OF UNIT: General Maintenance

SUBJECT: Carpet Cleaning

ESENTIAL FACTS, IDEAS AND PROCEDURES:

Carpets are to be vacuumed daily. Heavy traffic areas should be given special attention. The vacuum should be pushed slowly to enable suction to remove the soil and sand. Any dirt and sand not removed will act as an abrasive and shorten the life of the carpet.

Classroom carpets may be subject to a wide variety of stains. If prompt action is taken the danger of permanent staining can be minimized. Blot up liquids or spills with a sponge or clean cloth. Use only a recommended stain remover or cleaner. Use only as directed on the label of cleaning can or bottle. Apply gently and sparingly with a clean white cloth. Begin at the outer edge of the area to be cleaned and work towards the center. Do not brush or rub the spot more than necessary. Blot as much as possible, then dry the area with the vacuum. Never allow wet area to dry slowly.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Carpet Cleaning

OBJECTIVE: To teach skills of proper care of carpeted floors.

TOOLS AND MATERIALS NEEDED:

Carpet vacuum with beater type brush, mechanical pile lifter vacuum
Spot clean kit
Brush
Cloth

OPERATION BREAKDOWN:

Steps	Key Points
1. Obtain the necessary equipment and material and take to the area to be cleaned.	1. Check the vacuum to see if the bag is properly installed.
2. Prepare the area for vacuum cleaning by picking up the large pieces of paper. Move only the furniture that must be moved for cleaning.	
3. Thoroughly vacuum the heavy traffic areas, lightly vacuum the less used areas using a back and forth motion.	3. Avoid striking the doors with the machine and avoid marring furniture or baseboards with the vacuum tools. Empty debris from bag as needed during work.
4. Spot clean where necessary with the cleaning kit and cloth.	
5. Replace the furniture.	
6. Return the vacuum to the store room.	

RELATED INFORMATION

TITLE OF UNIT: General Maintenance

SUBJECT: Laying Up Boiler

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

The custodian in charge of the mechanical equipment in his building is expected to know how to properly operate, care for and protect this equipment. No effort should be spared in properly cleaning the boiler, as a thorough cleaning can help prevent boiler trouble throughout the coming heating season. Given proper attention, steel boilers have served efficiently for years with low maintenance costs. The following procedure is suggested for Laying Up Boiler.

1. Start any and all work to be done on the boiler within 72 hours after the close of the heating season.

2. The fires shall be drawn, and following the removal of all combustibles, the boiler shall be drained while it is still quite warm. (Note: Valves to all radiators and all other heating elements shall be opened wide to permit condensate to drain back to the boiler or boiler feed pump.)

   After first marking place and position remove from the boiler and set to one side all manhole and handhold plates, as well as all washout plugs.

4. The water side of the boiler's surface shall be washed clean and free from all loose scale and sediment by flushing thoroughly with strong water pressure from a hose. Use all washout openings, starting at the lowest point in the boiler and working toward the top, after which the boiler should again be flushed from the top down to the lower openings.

5. Open the City water or make-up water valve to flush the bottom of the boiler; thereafter make certain this valve is closed tightly and does not leak.

OPERATION SHEET

UNIT TITLE: General Maintenance

OPERATION: Laying Up Boiler

OBJECTIVE: The student will be able to examine the inside function of a boiler and also learn proper procedures for cleaning a boiler.

TOOLS AND MATERIALS NEEDED:

Hose	Wrench
Flue cleaning tools	Long gong brush
Vacuum	Garbage can

OPERATION BREAKDOWN:

Steps	Key Points
1. Open bottom blow valve and drain boiler.	1. All valves to radiators and heating elements should be opened so condensate will drain back to boiler.
2. Remove all manhole covers and handhole plates.	2. Mark places and position of covers and plates before removing.
3. Clean and wash water side thoroughly.	3. Use strong pressure from the hose to flush the water side.
4. Flush out thoroughly all boiler accessories.	
5. Punch or scrape the fire tubes thoroughly.	5. Use the proper size brush or scraper to clean fire tubes.
6. Thoroughly clean the firebox.	
7. Inspect boiler for needed repairs.	
8. Allow boiler to remain dry and empty all summer.	8. Free circulation of air will help prevent rust.
9. Remove soot from boiler room.	9. Dust boiler, lines and ledges.

Continued

6. Flush out thoroughly all boiler accessories such as water column piping, water column, gauge glass, pressure damper regulator and pressure gauge. Thoroughly clean all automatic controls on mechanically fired boiler.

7. The fire surfaces of the boiler must be given proper care. The fire tubes or flues shall be punched or scraped, using a scraper which cuts down to the tube wall, to remove all soot and carbon.

8. The entire grate assembly shall be removed from the boiler and set aside for inspection.

9. The corners of the firebox, as well as the inside firebox sheets, crown sheet and front tube sheets shall be scraped free from carbon and other foreign matter, using a wire brush and scraper.

10. The outside firebox sheets, other shell and throat sheets on all bricked-in boilers shall be thoroughly cleaned of soot and carbon. Also the inner brick walls and boiler shelves shall be cleared of all soot, including the combustion chamber, smoke breeching and base of stack.

11. All soot shall be removed from the boiler room.

12. Clean grate assembly and inspect thoroughly; replace any parts that are burned or even badly warped.

13. Inspect boiler thoroughly for any weakened or corroded places and have repairs made as early as possible.

14. Coat all fire surfaces as far as possible with a mineral oil, giving special attention to the fire tubes, the corners of the firebox at grate level and the blow-off connection.

15. Allow boiler to remain dry and empty all summer, permitting free circulation of air through all parts of the boiler by allowing all doors and washout openings to remain open.

16. If boiler room is damp or air circulation is poor, moisture may be absorbed by placing unslacked lime in the boiler when necessary.

SECTION VI - EMERGENCY

Emergency
Locating Emergency Equipment First Aid Fire Extinguishers

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Planning for Emergencies

ESSENTIAL FACTS, IDEAS AND PROCEDURES:

Preplanning for emergencies and disasters is a necessity. In planning to be prepared for such occurrences, a custodian should insure the safety of human life, protect community investment and have direction to restore operation in the shortest possible time.

Disasters and emergencies may be caused by fire, power failure, explosions, collapse, flood, hurricane, tornado, freeze-up, earthquake, contamination and enemy attack. A line of responsibility should be established for emergency conditions such as electrical failure, heating and plumbing failures and structural building deficiencies.

In case of an Air Raid, normal Civil Defense measures should be followed. Each district will have an individual procedure to meet local conditions.

In case of a bomb threat, the instructions will come from the building principal, local police, and/or fire department. As a person familiar with the building, you may be called upon to help locate the bomb.

In case of an earthquake, follow earthquake drill procedures. As soon as possible, check building for unsafe conditions and block off unsafe areas. Report condition of all utilities.

Each custodian is to have counsel with his head custodian for assistance in location and use of the emergency devices, and to learn the accepted local district policy as to what is expected of the custodian in the event of an emergency.

OPERATION SHEET

UNIT TITLE: Emergency

OPERATION: Locating Emergency Equipment

OBJECTIVE: To locate and review operating procedure for all emergency equipment in the assigned building.

TOOLS AND MATERIALS NEEDED:
Hydrant wrench

OPERATION BREAKDOWN:

Steps	Key Points
1. Locate fire hydrants.	1. Be sure to check location of hydrant wrench if needed.
2. Locate and review procedure to operate power control switches.	2. Be sure to check if master key is required.
3. Locate and review instructions for activating fire alarm boxes.	
4. Locate and review instructions for operating shut-off valves for water and gas.	
5. Locate telephones.	
6. Locate fire extinguishers.	
7. Develop emergency telephone number listing of administrative personnel to contact immediately in case of emergency.	7. Post list in a conspicuous place and keep list up to date.
8. Develop telephone number listing of utility companies.	

FIRST AID FIRE EXTINGUISHERS

INTRODUCTION

This section of the custodial manual is designed to give instruction on the operation of fire extinguishers only. The operation of first aid fire extinguishers is of prime importance to custodians for several reasons. First, extinguishers in many public and industrial establishments may hold the fire in check in its incipient stages. Secondly, custodians need to be familiar with the operation of extinguishers since they are very valuable in attacking special types of fires and in reducing water damage. Extinguishers are only as good as the operators using them. Do not expect to extinguish larger fires than those for which the equipment is designed.

Being able to operate a fire extinguisher does not mean the individual is skilled in firefighting. Fire fighting is another skill requiring various techniques. Fire Departments will make available to each class a fire officer to give instruction on the use of extinguishers. It is recommended they be notified and requested to schedule a demonstration of extinguishing a Class "A", "B", and "C" type fire. Most Fire Departments have a supply of extinguishing agents supplied to them for this purpose.

CLASSES OF FIRES

So that custodians will recognize and use the type of extinguisher best suited for the type of fire being attacked, they must know the classes of fires.

CLASS "A" — Fires in combustible materials such as wood, paper and trash, material that usually leaves coals and requires removal of heat and quenching to extinguish.

CLASS "B" — Fires in flammable liquids such as gasoline, oils, paints, fats, greases or other flammable liquids, where a blanketing or smothering effect is essential.

CLASS "C" — Fires that are involved with electrical equipment, requiring the use of non-conduction extinquishing agents.

Fires in combustible metals such as magnesium, powdered aluminum, zinc, sodium or potassium, make up a fourth specialized class. Ordinary extinguishing agents are ineffective on these metal fires which are best controlled by covering with special dry powder or granular materials which include oxygen and will not react or combine adversely with the metal.

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Pump Can and Back Type Pump Can

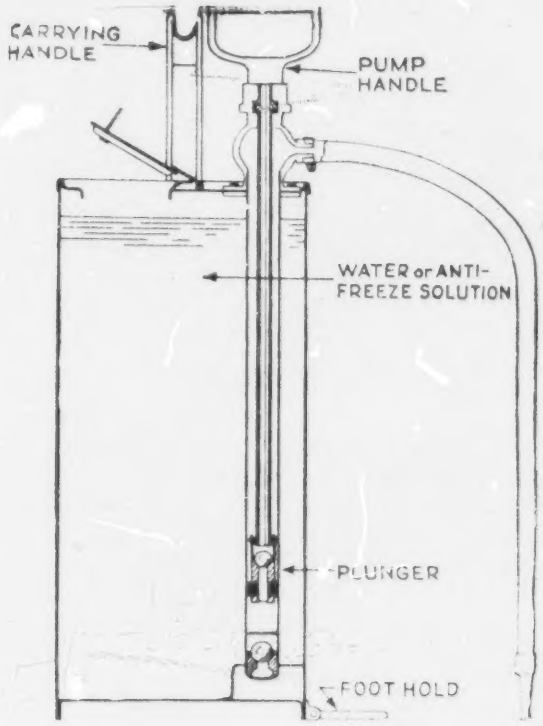
ESSENTIAL FACTS:

The water pump can and back type pump can come in a number of different sizes ranging from 2-1/2 to 5 gallons. The method of operation is to pump the water to the base of the fire by means of a hand pump which is of the double acting type. The water pump can may be filled while in use from any source of water supply.

These types of extinguishers have an operation time of 40 to 120 seconds duration depending upon the operator. The effective reach is from 30 to 40 feet.

This equipment can be maintained by anyone. Check the water level often, put a few drops of oil on the pump and check the packing around the pump shaft. Do not over-tighten; a slight leakage of water around the shaft is desirable, only tighten the packing nut 1/8 turn at a time--hand pressure only--do not use a wrench. If it is necessary to use a wrench, the shaft needs replacing. A graphite string packing is the type to use. Overtightening makes the pump work hard and tires the operator rapidly. As the water pump can ages and anti-freeze is added from time to time, it may be necessary to remove the pump and clean all working parts, including the pump shaft and cylinder and ball check valves. After using anti-freeze solution it is wise to clean the container thoroughly as these solutions are corrosive. To make the equipment last a long time and give good service when needed, a little service is necessary.

PUMP CAN



Operation: Pump

Class of Fire: Type "A"; wood, fiber, trash.

Range: 30 to 40 feet.

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Soda and Acid Fire Extinguisher

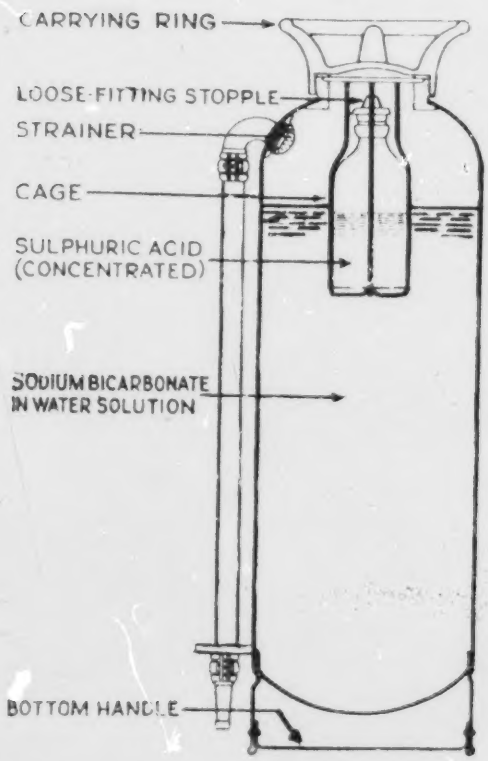
ESSENTIAL FACTS:

The soda and acid extinguisher is a common type of water solution extinguisher in which pressure is used to expel the water. Sodium bicarbonate (baking soda) and sulphuric acid create the needed pressure for discharge. The sodium bicarbonate dissolved in water constitutes the extinguishing agent, and the extinguishing value of the stream is that of an equal quantity of water. The sulphuric acid is in concentrated form and contained in a glass bottle held in a cage in the top of the extinguisher. The glass bottle is closed by means of a lead or ceramic stopper which fits loosely so that it will readily drop out when the extinguisher is inverted.

Inverting the extinguisher permits the acid and the sodium bicarbonate to mix and react chemically to produce carbon dioxide gas in sufficient quantity to build up pressure and expel the water solution from the extinguisher.

The soda and acid extinguishers are limited to Class "A" fires. (wood, paper, cloth)

SODA AND ACID



Operation: Invert, grasp bottom handle of extinguisher with left hand and operate nozzle with right hand.

Class of Fire: "A"; wood, paper and cloth.

Range: 30 to 40 feet.

RELATED INFORMATION

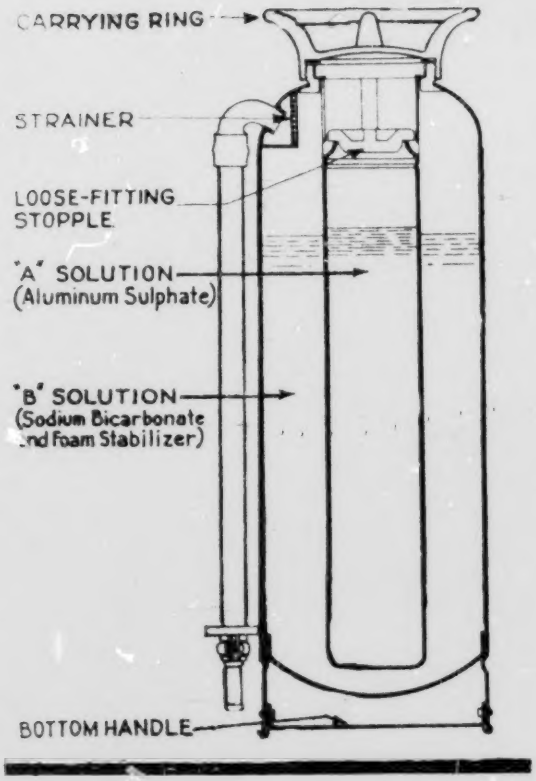
TITLE OF UNIT: Emergency

SUBJECT: Foam Extinguishers

ESSENTIAL FACTS:

This extinguisher is used both on Class "A" and Class "B" fires; however, its best use is for Class "B" fires involving flammable liquids. The outer chamber contains sodium bicarbonate and a foam stabilizer, while the inner chamber contains aluminum sulphate. This extinguisher operates on a chemical reaction theory similar to the soda and acid extinguisher. When the extinguisher is inverted, the aluminum sulphate dissolved in water in the removable chamber is allowed to mix with the foam stabilizer in the outer chamber. With the contact of the two materials an extinguishing agent is formed known as foam. No other chemical should be added to a foam extinguisher as it will nullify the action of the extinguisher.

The application of this foam upon the flammable liquid fire causes a blanket of foam to cover the fire, excluding the oxygen and smothering the fire. A cooling effect is also present due to the high moisture content of the foam. The foam extinguisher will deliver approximately 25 gallons of foam for a 2-1/2 gallon type.



Operation: Invert and grasp bottom handle with left hand, operate nozzle with right hand.

Class of Fire: "A" and "B"; wood, oil, grease and gasoline.

Range: 35 feet.

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Carbon Dioxide Extinguishers

ESSENTIAL FACTS:

The carbon dioxide fire extinguisher is used primarily on Class "B" and Class "C" fires. It is a nonconductor and therefore very suitable for Class "C" fires. The extinguisher is of a sturdily built pressure container in which carbon dioxide is kept in its liquid state under normal room temperature. At 70° F the internal pressure is approximately 850 P.S.I.

To expel this type of extinguisher a valve or squeeze type release is used, and a horn, or a hose and a horn are used for applying the carbon dioxide on the fire.

Due to the expansion of the liquid carbon dioxide upon its release at the point of the horn, approximately thirty percent of the CO_2 is converted to "snow" or solidified dry ice. The temperature of this "snow" is approximately -110° F. The gas that is released is heavier than air and when applied will form a blanket over the fire and thus smother the fire. However, caution should be maintained to see that a flashback does not occur. There is little cooling effect and materials that tend to contain heat may cause a flashback where fires are found in flammable liquids of low flash point rating. A CO_2 extinguisher has an effective range of 2 to 4 feet.

Caution should be used in applying CO_2 in confined area. It is not toxic; however, it will replace the oxygen in the area. Care should be taken to see that in confined areas oxygen is furnished by ventilation. It is necessary for firemen to use self-contained masks to enter the area.

CARBON DIOXIDE

Operation: Pull pin, grasp handle and squeeze, hold extinguisher with left hand, using right hand to control nozzle.

Class of Fire: "B" and "C"; oil, grease, gasoline and electric.

Range: 2 to 4 feet.

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Dry Powder Extinguishers

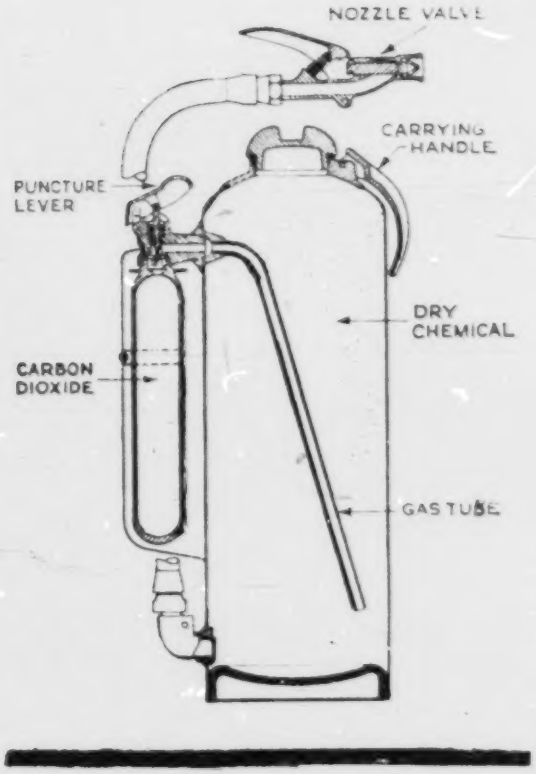
ESSENTIAL FACTS:

The dry powder type fire extinguisher is used primarily on Class "B" and "C" fires; however, its main use is for flammable liquid fires where its reach and smothering effect is at its best. This type of extinguisher is usually found in the 2-1/2 to 30 pound sizes. The extinguishing principle of this type extinguisher is essentially that of a smothering action. This action results from the fact that the small particles of soda absorb heat and then break down and release carbon dioxide gas and the small particles of soda tend to displace the oxygen around the fire.

The dry compound fire extinguisher consists essentially of a metal shell filled with a specially treated bicarbonate soda. This soda is treated to prevent its caking and absorbing moisture and to insure a uniform particle size. The dry powder is expelled from the cylinder by the action of a carbon dioxide cartridge, a nitrogen cartridge or air pressure. The extinguisher must be recharged after use. A 10 to 30 pound dry powder extinguisher has an effective range of 6 to 12 feet.

The dry compound type extinguisher has recently been perfected to a point where it has proven very effective in the extinguishment of flammable liquid fires. Some manufacturers have perfected a special type of powder extinguisher that is an adaption of the dry powder extinguisher for use on aluminum and magnesium fires.

DRY POWDER



Operation: Rupture cartridge, squeeze release.

Class of Fire: "B" and "C"; liquid.

Range: 6 to 12 feet.

RELATED INFORMATION

TITLE OF UNIT: Emergency

SUBJECT: Dry Chemical Fire Extinguishers

ESSENTIAL FACTS:

This dry chemical type extinguisher is used on all class fires (A-B-C) and can be found in sizes from 2 1/2 lb. to 30 lb.

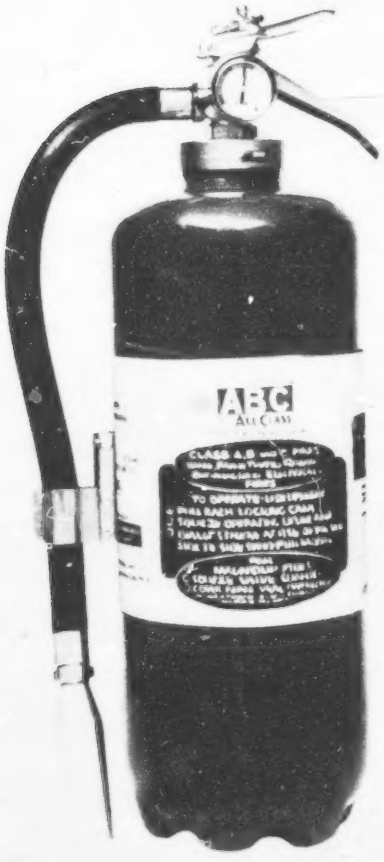
The extinguishing principle is the exclusion of oxygen from the burning material. The chemical reacts to heat and forms a sticky crust-like cover over the material, excluding the oxygen from the fuel.

This dry chemical compound is made up primarily of a compound of ammonium phosphate. The chemical is treated to prevent caking and absorbing of moisture and to insure a uniform particle size.

The dry chemical is expelled from the cylinder by either the use of nitrogen, CO_2 or air pressure. It has an effective range of from 6 to 12 feet.

If this extinguisher is used on material subject to corrosion, the equipment must be cleaned immediately after the fire has been extinguished.

DRY CHEMICAL



Operation: Pull pin, squeeze handle, carry extinguisher with left hand, hold nozzle with right hand. (Note: Many models have the handle and nozzle combined.)

Class of Fire: "A", "B" and "C"

Range: 6 to 12 feet.

FIRE RECORD

300

PUBLIC SCHOOLS

WHEN SCHOOL FIRES OCCURRED

Midnight to 6:00 a.m.	102
6:00 a. m.	58
Noon to 6:00 p. m.	69
6:00 p. m. to Midnight	71
	300

Operating Status

School closed	206
School occupied, no sessions	50
School in session	44
	300

HOW SCHOOL FIRES WERE DISCOVERED

Outsiders	205
Janitors	31
Students	24
Unknown occupants	18
Teachers	9
Sprinkler alarms	5
Explosions	4
Watchmen	4
	300

PLACE OF ORIGIN

	Base-ment	First Story	Upper Story	Attic	Total
Classroom	3	32	13	-	48
Unused area	1	-	-	40	41
Furnace room	25	5	-	-	30
Storage room	10	10	6	2	28
Auditorium	1	16	3	-	20
Stage	1	14	3	-	18
Unknown usage	10	5	2	-	17
Janitor's room	4	5	2	-	11
Floor or ceiling	-	8	1	1	10
Gymnasium	-	9	1	-	10
Manual training room	2	6	1	-	9
Hallway	2	4	2	-	8
Kitchen	2	4	1	-	7
Wall	1	4	2	-	7
Laboratory	-	2	5	-	7
Under bldg., in yard	-	-	-	-	6
Office	-	3	3	-	6
Cafeteria	1	3	-	-	4
Teacher's room	-	2	1	-	3
Library	-	1	2	-	3
Student locker	-	3	-	-	3
Utility room	1	-	1	-	2
Lavatory	1	1	-	-	2
Total	65	137	49	43	300

This is an extract of the Occupancy Fire Record published by the National Fire Protection Association. The complete record can be obtained from the NFPA at 50 cents per copy.

National Fire Protection Association
60 Batterymarch Street
Boston, Massachusetts 02110

SECTION VII - G L O S S A R Y

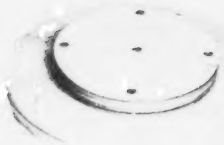
Glossary
Miscellaneous Supply and Equipment

MISCELLANEOUS SUPPLY AND EQUIPMENT

GLOSSARY

BASE BOARD BRUSH: A fiber or hard bristle brush which is cut on an angle, used to scrub base boards.

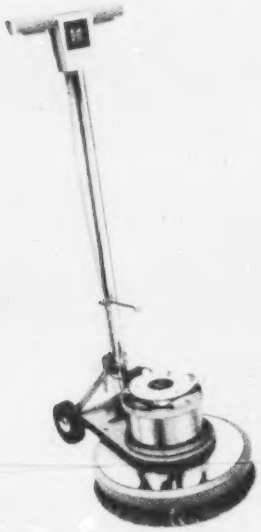
BIODEGRADABLE: Detergents that can be decomposed by bacterial action.



BLOCK-WOOD: Round wood driving block.

BOWL BRUSH: A curved tampico or plastic brush used to clean inside toilet bowls.

BRUSH: An implement made of bristles, hair or other products, used primarily for applying of materials such as paint, cleaning solutions, etc. Some also employed as for agitation or abrasive actions of bristles in a cleaning process.



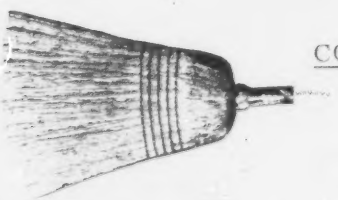
BUFFING FLOORS: The polishing of waxed floors, usually done with a power machine.

BUFFING PAD: Machine pad used to buff floors, not an abrasive pad.

CARNAUBA WAX: A natural wax found in South America, used in degrees for floor finishes.

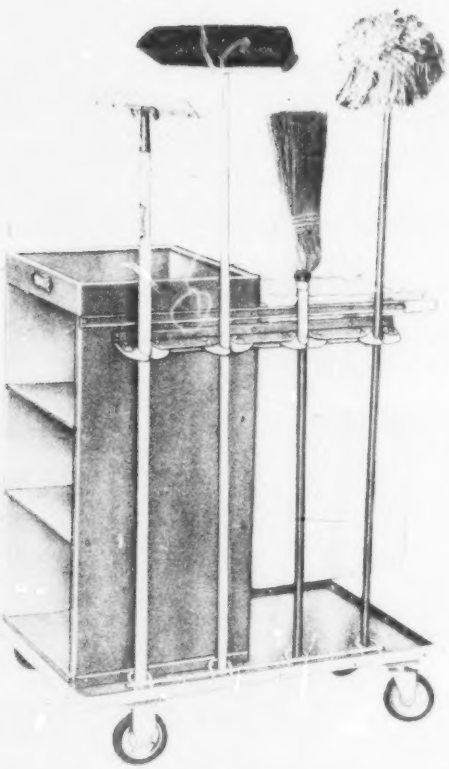
CHALK ERASER: Made of chamois or wool to clean black boards.

CHAMOIS CLOTH: A soft pliant leather, used for polishing and cleaning.

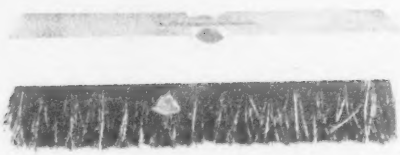


CORN BROOM: A broom of the type commonly used in private homes, here used for sweeping fire escapes and wet areas.

COUNTER BRUSH: An 8" or 9" bristle brush with a small handle used to brush off table tops, window sills etc., also used to sweep up collected dirt into dust pans.



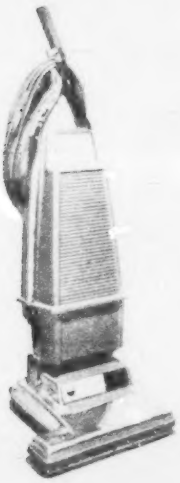
CUSTODIAN'S EQUIPMENT AND SERVICE WAGON: A mobile unit to haul custodian's equipment and supplies.



DECK BRUSH: A scrub brush with a wooden handle used for hand scrubbing.

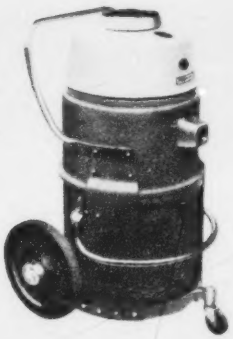
DETERGENT: A cleansing agent with the ability to emulsify and hold in suspension most dirts and oils. A solid or liquid preparation which resembles soap in its action. Soap actually is one form of detergent.

DISINFECTANT: This term is synonymous with "germicide." It implies the killing of bacteria which cause infection.



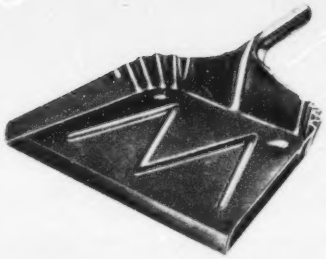
DRY CARPET VACUUM: A vacuum for dry pick up only.

DRY MOP: A dry mop, sometimes called a sweeping mop or dust mop, is used for dry cleaning the floor and is never used with water.



DRY-WET PICK-UP VACUUM: Can be used for water pick up or dry vacumming.

DUST MOPPING: Dust mopping is the cleaning of a floor area with a dry dust mop. Sometimes called a sweeping mop.



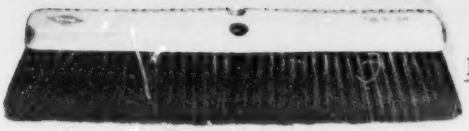
DUST PAN: Tool or container into which dirt, dust, etc., are swept or brushed for pick up.

FLOOR POLISHER OR SCRUBBER: A power machine used for scrubbing or polishing floors.

FORCE CUP OR "PLUMBER'S FRIEND": A standard list of equipment should include a force cup or "plumber's friend" to clear out toilet bowls, washbowls, and sinks.

GERMICIDE: Any agent that destroys microorganisms in their active (vegetative) state, but may not destroy spores.

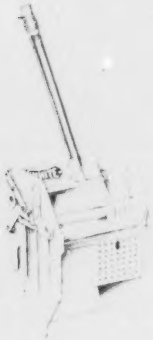
HAND DUSTER: Small, treated mop attached to a hand frame for dusting.



INDUSTRIAL GARAGE BRUSH: A fiber brush used to sweep blacktop, walks, etc.

MOP: A long handled tool equipped with a head of string, yarn, or fabric, used for wet application and pick up in floor cleaning.

MOP PAIL WITH SQUEEZER WRINGER: A mop bucket with a lever type squeezer wringer.



MOP WRINGER: A mop wringer of the compressor type, with a hand lever for exerting the pressure, is desirable.

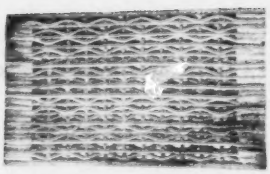
PAD HOLDERS: Holders to attach driving pads to brush.

POLISHING PAD: Same as scrub pad but not as abrasive.

POLYMER FLOOR FINISH: A waxless floor finish of water emulsion plastic made of synthetic resins.

PUTTY KNIFE: A flat square ended knife used for removing gum and food from the floor.

RADIATOR BRUSH: A radiator brush is a narrow brush with a handle about two feet long used to dust the space between sections of steam heating radiators.

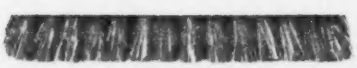


RUBBER LINK MATS: A floor mat made of rubber links (tire material).

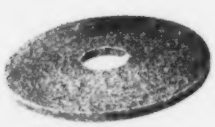
SAFETY EQUIPMENT LADDER: To change light tubes and wash inside windows.

SANITIZE: To reduce the number of micro-organisms to a safe level as judged by public health requirements. Obviously a sanitizing agent does not necessarily kill all active micro-organisms as does a germicide or a disinfectant.

SCOURING POWDER: A mild cleansing agent, effective, harmless to most surfaces. Used for cleaning porcelain fixtures such as wash bowls, fountains, etc.



SCRUB BRUSH: A wooden block with fiber brush material - used for hand scrubbing.

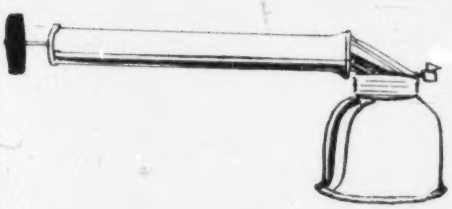


SCRUB PAD: A synthetic pad used on a power scrubber to scrub or strip floors.

SEALER: A compound or material used to give an initial surfacing to condition the natural floor material against objectionable stains or dirt from penatration. A final finish, such as wax or polymer is usually used over a sealer.

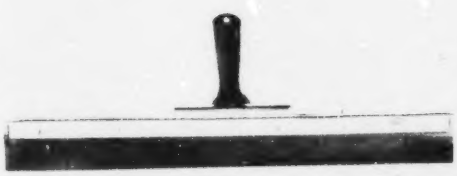
SOAP:

A cleaning agent usually made through the resulting action of combining an alkali and a fat acid. These fat acids are derived from fats and oils which may be either vegetable or animal in origin. Usually a sodium or potassium salt of the acid used. Most soaps have a tendency to leave a film when used in hard water.



SPRAY GUN:

The standard list of equipment should include a small hand-operated spray gun, one quart size, to be used for spraying mop treatment on hand dusters and floor mops used for sweeping.



SQUEEGEE:

Rubber or plastic blade, reinforced and equipped with a handle to scrape water from glass, floors and other smooth surfaces.

STEEL WOOL:

Abrasive material composed of long fine steel shavings and used for scouring and burnishing.

STRIPPING PAD:

A pad used for floor machine for removing wax.

SYNTHETIC DETERGENT: A soapless soap so to speak. A laboratory produced cleansing agent with the ability to emulsify and hold in suspension dirts, oils, etc. Many synthetic detergents have exceptional wetting capacities. Detergents can vary quite widely though in capacities. Each on having its own strong and weak points. Detergents if selected properly and used properly seldom if ever leave a film.

TOILET BOWL CLEANER: Cleans by dissolving scale, removing discoloration and organic deposits, making vitreous fixtures white and clean again.

TURPENTINE: Oil used as a thinner or solvent.

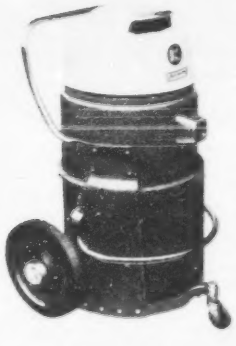
WALL DUSTER: A wall duster is a dusting tool with a five or six foot handle for dusting walls. In many cases a clean dust mop or a new floor brush is used for this purpose.

WAX: A resinous type, pliable, natural product or secretion of plants and animals such as beeswax from bees, carnauba from a palm tree and spermaceti from whale oil. Also included are mineral extracts such as paraffin. Floor waxes come primarily with solvent base or as water emulsion. Water emulsion waxes are recommended for most floor use. Most wax polishes have good "heal over" qualities when buffed.

WAX MOP: A wax mop as here used is a wet mop that is used only to apply water wax to the floor.

WAX-STRIP: Is chemically coupled with a highly active penetrant which seeks out and attacks the resinous binders that hold wax or finish together and to the floor. This penetrant gets down under the film, breaks it up, and rapidly emulsifies the film along with the loosened dirt and soil.

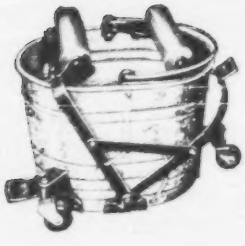
WET MOP: A wet mop is the type of mop used for applying or picking up water from the floor.



WET AND DRY VACUUM: A vacuum that can be used for water pick up or dry vacuuming.

WHISK BROOM: A whisk broom is a small hand broom usually made of broom straw - used for dusting screens and upholstered furniture.

WINDOW BRUSH: A round or square brush filled with horse hair and plastic bristles to be used to wash the outside portion of windows.



WRINGER BUCKET: A mop bucket with a built in wringer.